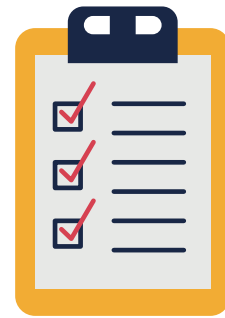


5 Effective Strategies to Break Major Projects into Smaller Parts

1. List five things you want to get done within the next six months, five things you want to get done in one year, and five things you want to do in five years. Doing this will help you start with your end goal in mind.



STEP 01



2. Imagine in your mind how you would look and feel when you accomplish that end goal or complete that project. That image will inspire you and motivate you to accomplish and achieve.

STEP 02

3. Now that you know what you want to accomplish and by what amount of time, start backward planning.

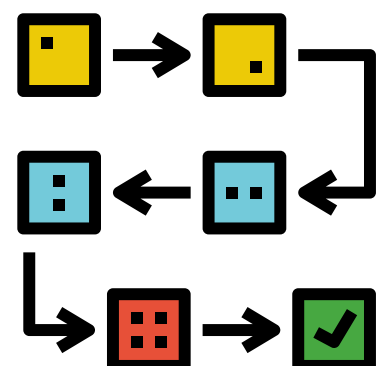


STEP 03

5. You have now broken the bigger project or task into smaller parts! Instead of focusing on accomplishing a big, daunting goal, project, or task without knowing where to start, you have a list of actions that have become the smaller parts.

4. Once the list of things you need to do to accomplish the big task is complete, put each item in priority order.

STEP 04



STEP 05