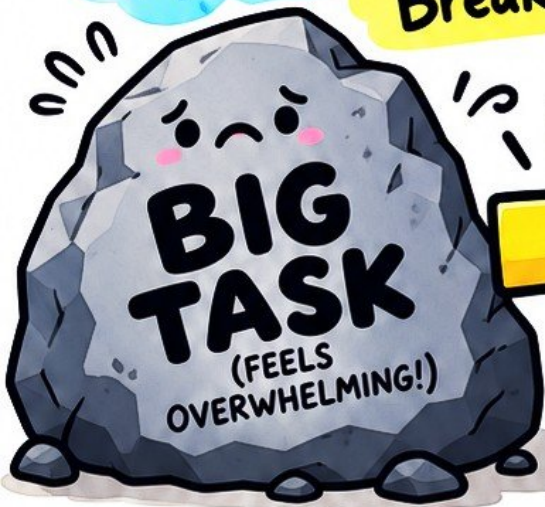


TIME MANAGEMENT TOOLS

Chunking

Break big tasks into small steps.



ONE BITE AT A TIME!



Step 1



PLAN IT

Break it down. Gather what you need.

Step 2



DO IT

Work on a small chunk. Focus just here.

Step 3



CHECK IT

See what's done. Adjust if needed.

Step 4



FINISH IT

Celebrate your progress!



SMALL CHUNKS = LESS OVERWHELM

START TINY. YOU GOT THIS!