

Tip 5 – Tackle Tasks in Small Chunks





- **Think of punching holes in the task, one at a time**



- **Commit only to sitting at your computer for short periods of time**



- **Committing short chunks of time to a task over the course of a year can add up to a lot**

Leaving the Door Open for Longer Periods of Productivity

5 min

1h

2h

- A period of five minutes dedicated to a task can easily turn into an hour or two when you really get into the zone of the work





- **Sitting for longer comes much easier than you would expect**

More Opportunity for Variety in the Day

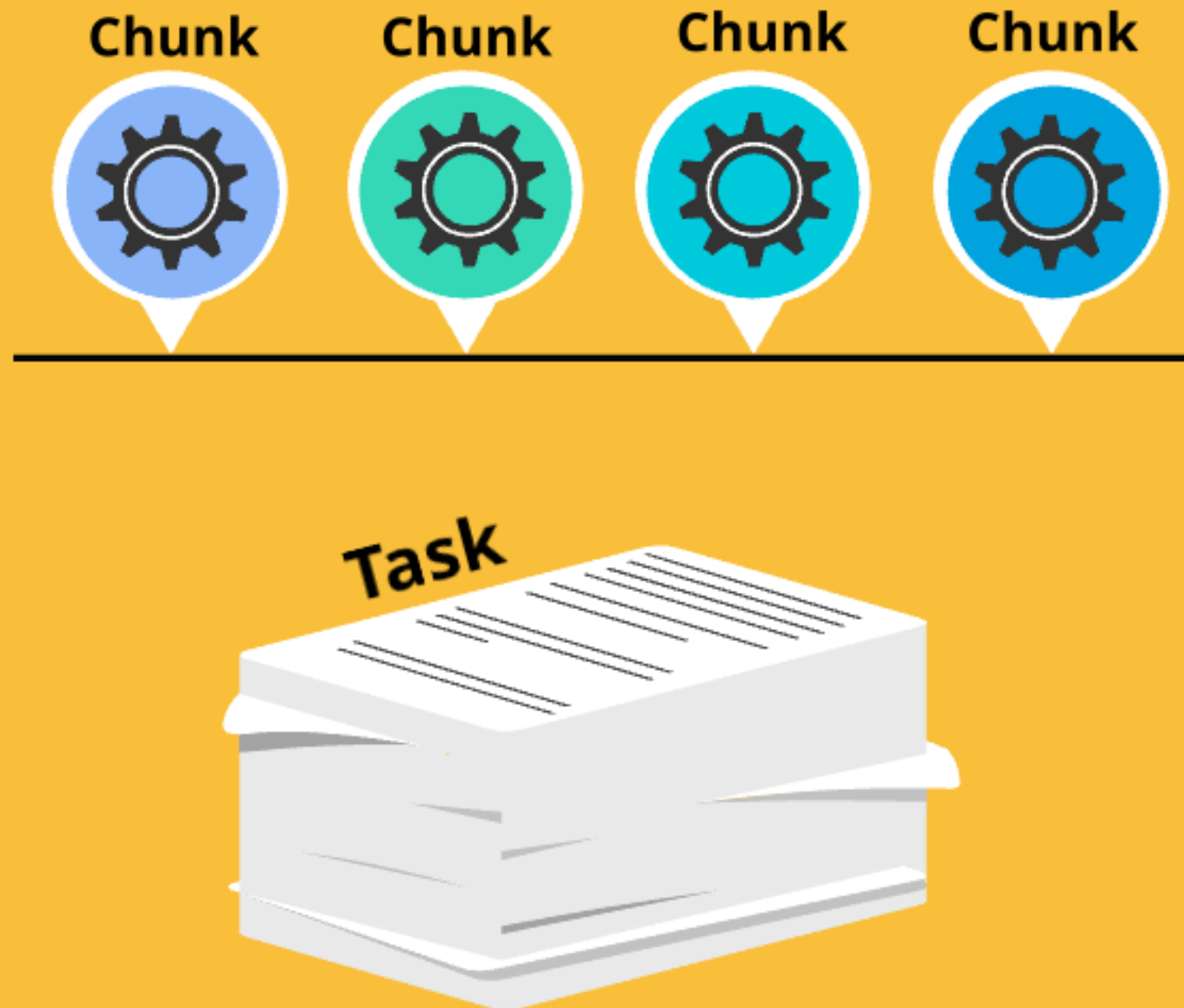


- A huge reason a lot of people burn out is because they don't get enough variance in their routines



- **Working on projects for short periods of time, at a time, you can introduce plenty of variety into your day**

Maximizing your Creative Bursts of Inspiration



- Taking small chunks at a time, you are making the most of those sudden bursts of creativity that come to you



- **Maximize an idea by committing just five minutes to it**

In Summary

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1. Leaving the Door Open for Longer Periods of Productivity
2. More Opportunity for Variety in the Day
3. Maximizing your Creative Bursts of Inspiration