

SIMPLIFY COMPLEX TASKS

Do you ever get intimidated by a daunting task? If you are living life, I'd say you probably do. But the simple fact is that the most complicated tasks are really just a succession of simple tasks.

Think about complex mathematical problems. The mathematical solution is to break the problem down into small manageable calculations, most of which are moving numbers or doing some math in your head. The real trick is remembering the method.

FLIP OVER FOR YOUR NEXT CHALLENGE



EARN THIS NUGGET

1. For giggles: Find a jig saw puzzle. Not too complex, maybe 150 pieces, and complete it while timing yourself. Now split the puzzle into six sections and put those puzzle pieces into their own six piles. Now solve those six piles of pieces and bring together to make the final puzzle while timing. What is the difference on the timer?
2. Choose a complex task, perhaps a school assignment, and break it down with the method described above.

Rebuilding an engine seems complicated. But really, it is simply a thousand simple tasks that anyone can do. The complexity is in the entirety of the task.

So, the ability to break down complex tasks to a collection of smaller tasks stops those big tasks from being overwhelming and keeps you focused and progressing towards success.

So here are some steps:

1. Write down your task, then break it down into smaller manageable tasks.
 2. Now, place the tasks in the order you want to accomplish them. Some things have to be done in a certain order; some things you can re-order based on your convenience.
 3. Set a time estimate for each, especially if you have a deadline. Perhaps you'll set "must complete by" dates or times for each micro-task to make sure you stay on task and hit the deadline.
 4. Remove any steps that are non-essential. Don't make a task more complex than it needs to be.
 5. Stay organized, stay focused, and stay on task.
- This simple strategy will turn an overwhelming task, that makes you want to break down in tears, absolutely doable.

