



## Tips to stay on track

When you are avoiding an important task, try one or more of these strategies:

- Just start.** Even if you don't know how to do the whole task, taking the first step will get things going.
- Ask for advice.** If there are steps you aren't clear on, who can help you understand the job better?
- Break it into smaller steps.** A big job can seem overwhelming. But if it's broken down into a few smaller tasks, you can take them on one at a time.
- Give yourself a deadline for each step.** Many people work better when they have a deadline. And planning a due date for each part of the job keeps the work progressing steadily.
- Get rid of distractions.** Put your phone away. Clear your work space so there is only the task at hand to deal with.
- Reward yourself.** When you've completed a goal – either the whole job or one of its steps – that's the time to take a break and do something you enjoy.



## Let's talk about it

What do you think of these suggestions?

What tips would you add?

A place for your notes:

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