



GOAL BREAKDOWN

It is very common to feel overwhelmed when facing new challenges and working towards larger goals. A great way to build momentum, motivation and confidence in yourself to tackle the bigger tasks and goals, is to break them down in to smaller 'chunks' or steps.

Learning to break down goals in to smaller tasks is a great way to manage overwhelm and stress and to minimise the likelihood of procrastination. Below is an example on how we might use goal breakdown when looking for a new job.

GOAL TASK	TIME REQUIRED	SCHEDULE
Research jobs I may be interested in.	30 minutes	Sunday afternoon
Look through job ads to get an understanding of the job description/ qualifications needed for these jobs.	45 minutes	Monday when I come home from work
Update my resume to include relevant skills, qualities and qualifications.	30 minutes	Wednesday after dinner Apply
Apply for 3 jobs I have found on local job search sites.	1 hour	Saturday morning

TIPS FOR BREAKING GOALS DOWN IN STEPS

01

KEEP IT SHORT & SWEET

Try not to schedule tasks that take longer than an hour. If a task is larger than that, consider breaking it in to two smaller tasks.

02

USE A TIMER

If you identify tasks that can't be broken down in smaller steps, then utilise a timer to define how long you want to spend on the task instead. E.g. spend 45 minutes today looking at job openings online.

03

NOTHING IS SET IN STONE

If you have created a goal breakdown and identify that a step is too large or energy consuming while doing it, then go back to the previous two steps to revise it. Don't sweat it if you need to make adjustments!

04

MINIMISE DISTRACTIONS

Give yourself a fair chance in completing the task. Remove distractions and turn off notifications that may get you off track.

GOAL

A large, light green rounded rectangular box containing ten horizontal lines for writing a goal.

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