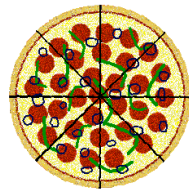# Working with Large Tasks & Deadlines

When You have a Big Task to accomplish before Deadline:
  ➢ Use Time Management to Break it Down into Smaller Pieces…
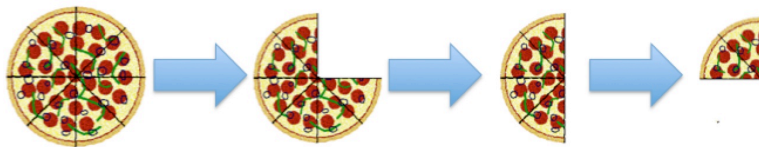
Example: *5000 WORD ESSAY due in 5 Weeks*
Like a Large Pizza, cut up it into edible pieces…

Spread this (for example) 4 weeks before it's due…
  ➢ Plan first: See how you can Chunk the task logically into Manageable "Bite size" pieces (1st week 500 Words, etc).
  ➢ Then: complete task piece by piece…

Example: *Four Chapters to Learn in 10 days*
  ➢ Read a chapter per day (or every 1-2 days)

Example: *Exam coming up in 3 weeks on Seven Topics*
  ➢ See how much time is needed for each topic
  ➢ Study in stages: *X* hours for Topic 1, *Y* hours for Topic 2, *Z* hours for Topic 3, etc…

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