How to Break Down a Task

1. **Identify your Goal**: Goals help keep you accountable, motivated, and on top of tasks.

2. **Brainstorm Tasks**: Create a list of ideas to make your goal achievable.
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3. **Identify Potential Barriers**: Create a game plan just in case you run into any issues.
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4. **Determine Strategies to Overcome Barriers**: Identify what will help you achieve your goal.
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5. **Acquire Additional Help**: Know your resources and reach out for support if you need it.
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