THE TASK LINE — HOW TO FIND A WAY TO COMPLETE LARGE OR DIFFICULT TASKS

Task and Goal: Briefly outline the job that needs to be done and what you would like to achieve.

e.g. I need to decorate the spare bedroom before Christmas, but I have a very small budget and not much time to do it.

Point A
Starting Point
- Where are you now?
  e.g. The room is in a mess! It's full of junk which I need to sort.
  I need it ready when my friends come to stay for the holidays. They arrive on Dec 20th.
  I am on a limited budget.
  My Dad says that he will help me at the weekends if I let him know in advance when I need him.
  It's now Nov 16th!

Step 1
For example:
- Tidy junk in room.
- Take rubbish to the dump.
- Sell unwanted things online to go towards costs.
- Put away things I want to keep.
- Call Dad and agree two weekends when he can help. Get dates in my schedule.

Date: 25 Nov.

Step 2
For example:
- Research online how to prepare room for decorating.
- Follow instructions and prepare walls.
- Look on Pinterest and find decorating ideas.
- Look in thrift shops or online for any decorative items I want to purchase.

Date: 1 Dec.

Step 3
For example:
- Decide on final idea for room.
- Write list of items I need to purchase for the decorating.
- Check with Dad first if he has things I can borrow.
- Set budget for room and only buy things in budget.
- Ensure that room is empty and fully prepared.

Date: 8th Dec.

Step 4
For example:
- Using weekends agreed with Dad decorate room.
- Clean up afterwards and put all decorating equipment away.
- Ensure all new items for room have been sourced.

Date: 18 Dec.

Step 5
For example:
- Clean room and ventilate to get rid of paint smell.
- The fun part! Unpack new purchases and dress room. Get rid of all packaging.
- Two days left for emergencies

Date: 18 Dec.

Point B
The Goal — What do you want to achieve?
For example: The spare bedroom is decorated so that I can have friends to stay over.

Success Criteria:
For example: - I am proud of how nice the room is.
- I am no longer embarrassed to have people staying in it.
- In the New Year I can have more friends to stay!

Deadline: Dec. 20th