

Break a Big Task Into Bites

Choose real or fictional examples. Skip private details; never include passwords, medical information or contact details.

Learning goal: Work backward from a project goal to six manageable steps and checkpoints.

A big task is usually several smaller tasks wearing one name. You can start by imagining what finished looks like, then work backward. Estimates are guesses you can improve; leave room for materials, feedback and unexpected changes.

Your steps

1. Choose a project and define its finished result.
2. Work backward to identify six mini-steps.
3. Add materials, time estimates and checkpoints.
4. Choose the first tiny action and a backup plan.

1. Begin at the finish

Use a real or invented project. No private names are needed.

Finished product + purpose	Due date / finish target
What must be ready just before finishing?	Materials or support to arrange

2. Six bites, backward then forward

Think backward from step 6, then number the order you will use. Include feedback or a check.

Step	Mini-action	Materials	Minutes	Checkpoint
1				
2				
3				
4				
5				
6				

Break a Big Task Into Bites · Practice & next steps

Continue your ideas from page 1. Write, draw, use symbols or ask someone to scribe. Share only what you choose.

3. Launch the first bite

Choose something small enough to do without completing the whole project.

First tiny action	When I will start
Buffer for an unexpected snag	If a step takes longer, then...

My next step

My next checkpoint will be... and I will look for...

Optional stretch · Grades 6–8

Mark dependencies between steps. Find the step most likely to delay the project and plan an early check.

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Optional teacher / parent follow-up: Help calibrate scope, not take over planning. Let students use drawings, dictation or movable step cards.