

Week 41 Focus – **Chunk It Down to Gain Momentum**

Focus Question: As you consider your big tasks right now, what are the chunks, or discrete packets, at the core?

DESCRIPTION

There are many different models of time management and one of them is about chunking. Chunking invites us to break tasks down. In chunking we may put tasks of a similar nature together. Chunking can create momentum so we may be able to quickly get those items off our list.

One of the other areas that I've touched on in this book already is the notion of finding the times of day that work best for you. What does momentum mean for you? What are the top 6 you can get off your list quickly? What are the things that will help you gain some momentum and get things done on a consistent basis?

Businesses are often built in spurts.

Parkinson's Rule asserts that tasks expand to the amount of time we give them. Sometimes it can be useful to "corral" a task, giving it a very fixed timeline in order to ensure that it gets one. Here are some examples of what you might do in spurts or by chunking:

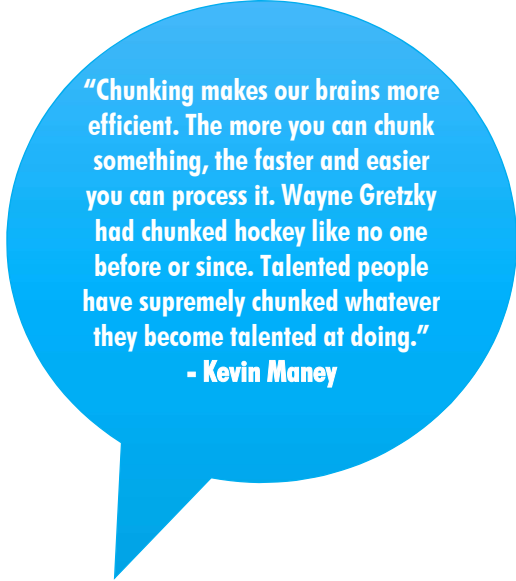
- Accounting – rather than doing this daily, you could schedule time every month for data entry, invoicing, review etc.
- Writing – while writing daily can be a great practice, you could do this for multiple projects. Think – blog, book, articles, podcasts, scripts for courses. One of the most useful spurt processes I have engaged in for several years now is the writing support I receive from NANOWRIMO – November's month of daily writing. This process helped to birth several of my books Effective Virtual Conversations (my 2017 book), the Coaching Business Builder. It also laid the seeds for future publications by getting me into the habit of regular writing spurts.

ACTIVITY

What are the elements you need to break down?

CONNECTION TO THE WORKBOOK AND PLANNER

In your monthly planning process, break down your activities and projects into smaller chunks – tasks, activities. Use the To-Do pages to start drilling into the core packets of work.



"Chunking makes our brains more efficient. The more you can chunk something, the faster and easier you can process it. Wayne Gretzky had chunked hockey like no one before or since. Talented people have supremely chunked whatever they become talented at doing."

- Kevin Maney