

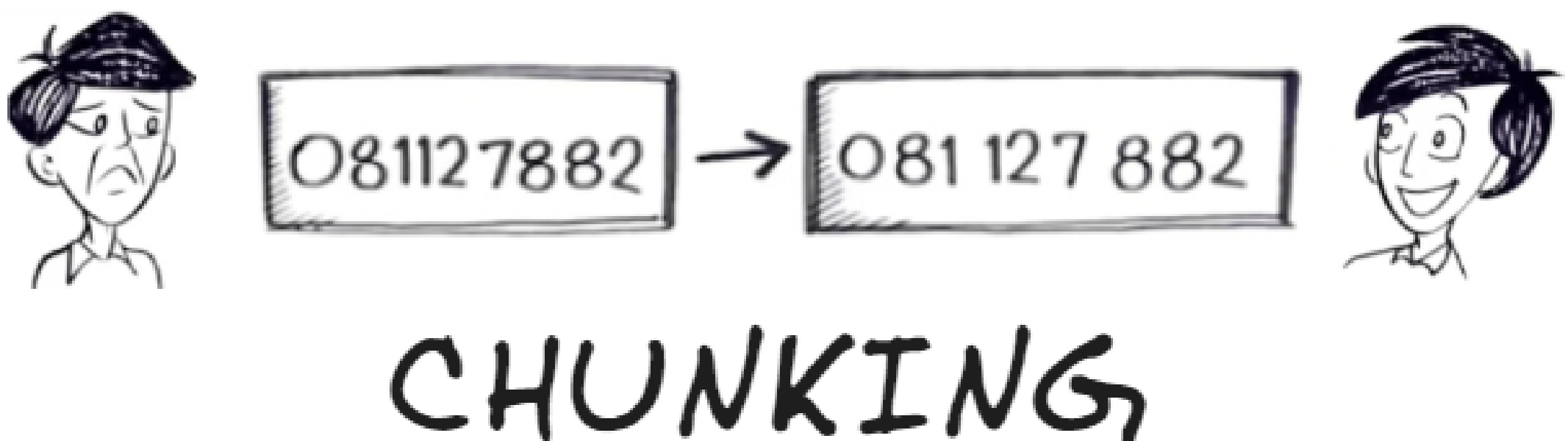
## ***Use the power of chunking in thinking and implementation***

### ***Quote to ponder***



### ***Idea to Consider***

*“Most people overestimate what they can do in a year, and underestimate what they can do in ten years.” - Bill Gates*



Have you noticed how phone numbers are often broken up in communication materials? A typical phone number is around 10 digits but instead of writing it in straight, there is a break or space between every 3 -4 digits. This is done to help readers remember 3 groups of numbers instead of 10 digits.

This is chunking - Breaking up a long stream of information or tasks into achievable chunks of data or action.

This strategic way of operation helps you retain information more easily in your long-term memory and helps you avoid being overwhelmed with tasks.

## HOW CAN YOU USE IT TO ACHIEVE HUGE GOALS?

1. Goal : The task
2. Chunks: Breaking the tasks into small steps
3. Time: Using preferred time to take the steps
4. Ease: Take help of some expert to remove the obstacles
5. Belief in self: Believe that you can complete it.

### **Cheet sheet to experiment**

|                     |  |
|---------------------|--|
| House Decluttering  | Break the process into room wise and further section wise and decided period of time. Avoid going on marathon decluttering which may cause overwhelm.                          |
| Big Problem in life | Divide the whole problem into phase wise discussion or execution. Avoid long conversation or execution that may create overwhelm and lead to a wrong or non-effective solution |