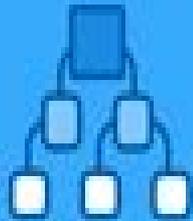


Step-by-Step Guide to a

# TASK-CENTERED APPROACH



Create Reusable  
Templates for  
Recurring Tasks

2

1



Break Down Tasks  
into Actionable Steps

5



Reduce Multitasking



Assign Deadlines  
with Relative Dates

3



Monitor Progress and  
Adjust as Needed

4

# Task Centered Casework

**Roman Wölfel**



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