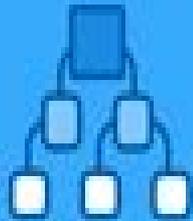


Step-by-Step Guide to a

TASK-CENTERED APPROACH



2

Create Reusable
Templates for
Recurring Tasks

1



Break Down Tasks
into Actionable Steps

5



Reduce Multitasking

3



Assign Deadlines
with Relative Dates

4



Monitor Progress and
Adjust as Needed

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