

The Power of

Segmentation

“When you break down an overwhelming task into segments can help alleviate the feeling of stress, anxiety, and potential mental breakdowns.

Actively practicing Segmentation can help increase mental toughness and personal empowerment. You climb a mountain one step at a time. You eat an elephant one bite at a time.”

–McKenna Rose Brown

What is the overwhelming task? _____

Now divide this task into separate segments you need to do to get to the final goal

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Segment 1

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List what you need to do to achieve this segment.
Mark it off as you go

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Segment 2

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List what you need to do to achieve this segment.
Mark it off as you go

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-
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Segment 3

●

List what you need to do to achieve this segment.
Mark it off as you go

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Segment 4

●

List what you need to do to achieve this segment.
Mark it off as you go

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“Breaking tasks down helps us to see large tasks as more approachable and doable, and reduces our propensity to procrastinate or defer tasks, because we simply don’t know where to begin.”

– Melissa Gratas, Ph.D., workplace productivity coach and speaker.