

Eat Your Elephant Worksheet!

INSTRUCTIONS: Do you have an elephant on your plate?

A task, goal or project so overwhelming that you don't know where to start?

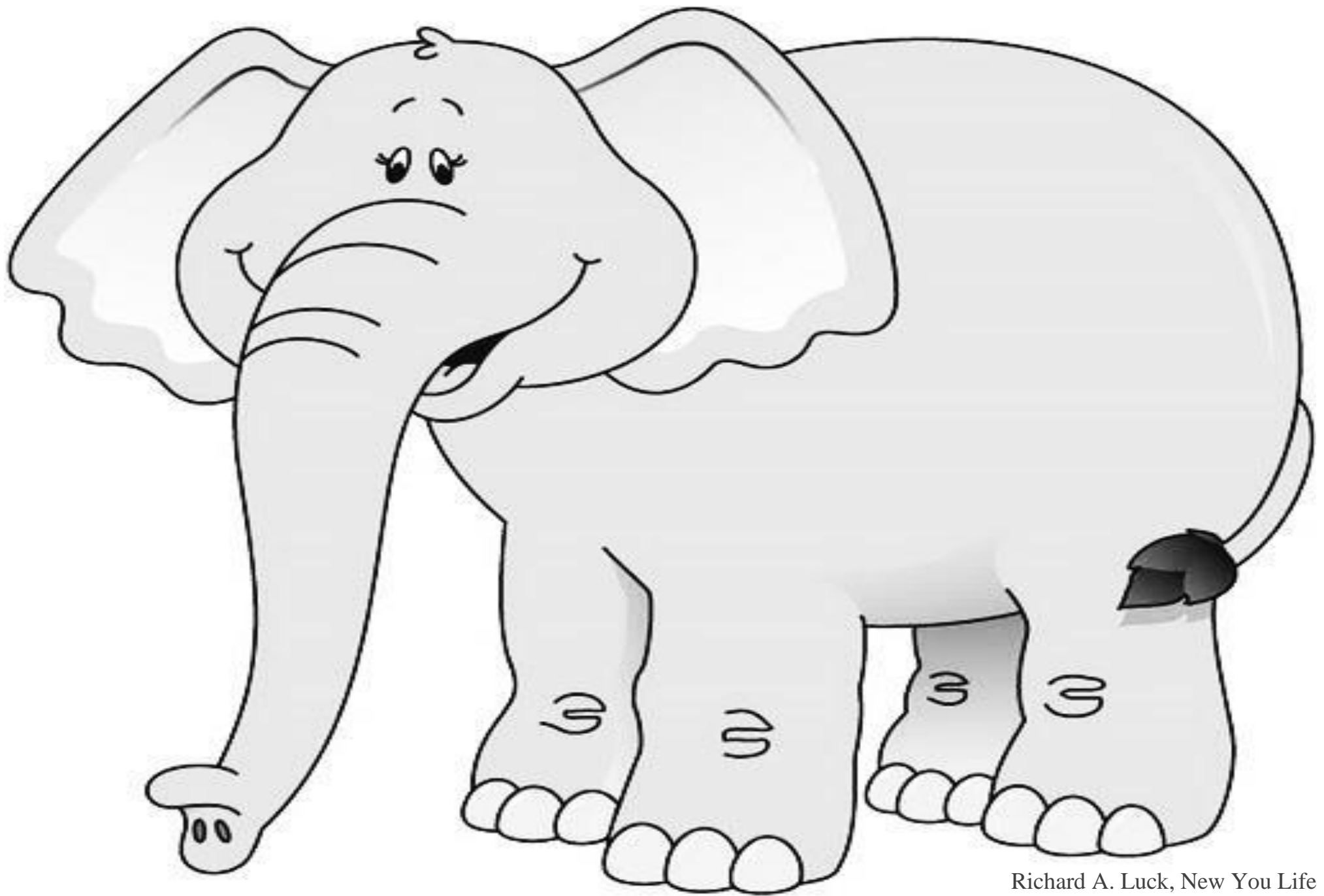
So, how do you eat an elephant? One bite at a time!

- Write a short description of the project, goal or task here:

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- Now using the elephant image on the following page, brainstorm and write out everything you think you need to do on and around the elephant's body.
- Then simply circle 1 or 2 'bites' of action you feel you can take right now, and write next to them the date when you'll do them by.
- Finally, put your elephant up on the wall and return to add actions you may think of, dates to complete by, and to cross off the actions you've done!

This is a very simple & fun little process, yet it works wonders to reduce overwhelm and get you organized and moving along ...



Richard A. Luck, New You Life
Coaching

<http://www.richardaluck.com>