

Solving overthinking

Solving overthinking

By : Khawar Nehal

Date : 16 November 2022

First step

Take the first step.

Do not worry about the final goal or else you might feel overwhelmed

Steps

Sometimes you do not know what the steps are.

So make a plan.

Not making a plan is planning to fail

Make pieces of the goal

Break the goal down into a few pieces.

If the pieces are not small enough to do in a work package which is of 8 hours, then break down each large piece into smaller pieces.

Work packages

When you have the goal broken down into small work package pieces, then you can proceed to order them based on priority and which need to be done before others so you can start to do them one at a time.

Work packages

Expect each work package to take a day.

If you want to optimize, then you need to see if others can handle some of the small pieces and when and how they can be done in parallel.