

Chunk it

Break a big task into small steps and see your progress.



NAME _____

CLASS _____

DATE _____

LEARNING GOAL

Break a big task into small steps and plan the time for each.

SUCCESS CRITERIA

- ☐ I can list up to eight small steps.
- ☐ I can guess the minutes and pick where to start.
- ☐ I can tick steps off and watch my progress.

1 My task _____

Deadline _____

2 What does finished look like?

3 Total time min

Progress

1 2 3 4 5 6 7 8

☆ Star: start here (easiest step)

☐ Box: tick when done

☐ Minutes you guess

1 _____ min ☐ ☐

2 _____ min ☐ ☐

3 _____ min ☐ ☐

4 _____ min ☐ ☐

5 _____ min ☐ ☐

6 _____ min ☐ ☐

7 _____ min ☐ ☐

8 _____ min ☐ ☐

How independent was I?

**EXAMPLE** A history essay, already chunked

Total 120 min. Copy the idea, not the words.

1	Read the question	5 min	★	✓	5	Write the introduction	15 min	
2	Underline the key words	5 min		✓	6	Write the body paragraphs	40 min	
3	Gather three sources	20 min			7	Write the conclusion	10 min	
4	Plan with a spider diagram	15 min			8	Proofread	10 min	

Independence scale

Tick one shape per step

☐ I did it alone ☐ I asked a friend I asked an adult

1 ☐ Alone ☐ Friend Adult

2 ☐ Alone ☐ Friend Adult

3 ☐ Alone ☐ Friend Adult

4 ☐ Alone ☐ Friend Adult

5 ☐ Alone ☐ Friend Adult

6 ☐ Alone ☐ Friend Adult

7 ☐ Alone ☐ Friend Adult

8 ☐ Alone ☐ Friend Adult

What helped me start

One thing to do differently

Steps done alone

 out of

Compare with yourself only. Aim to grow,
not to match anyone.

TEMPLATE 2

My task

Deadline

1

min

★

2

min

★

3

min

★

4

min

★

5

min

★

6

min

★

7

min

★

8

min

★