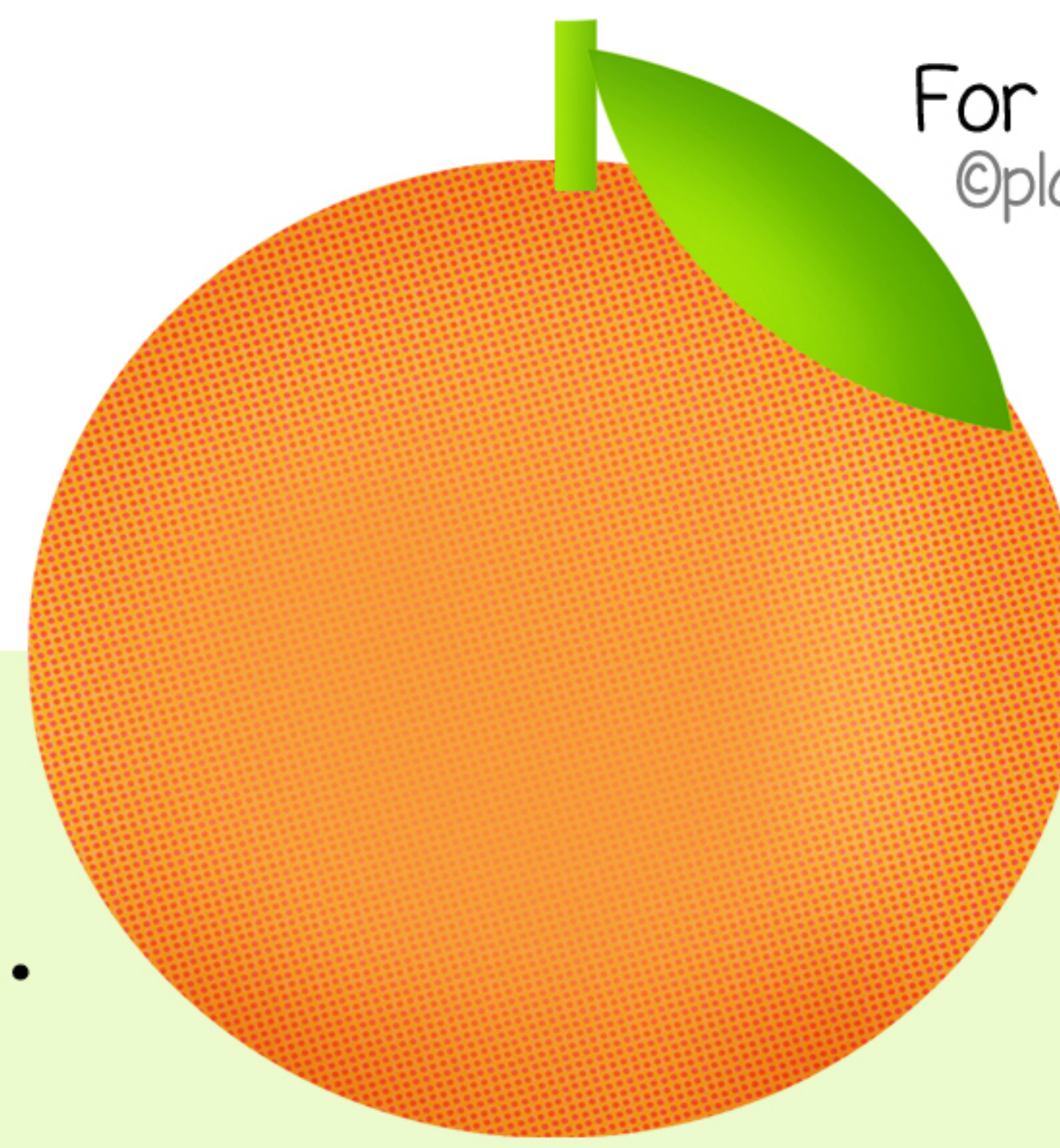
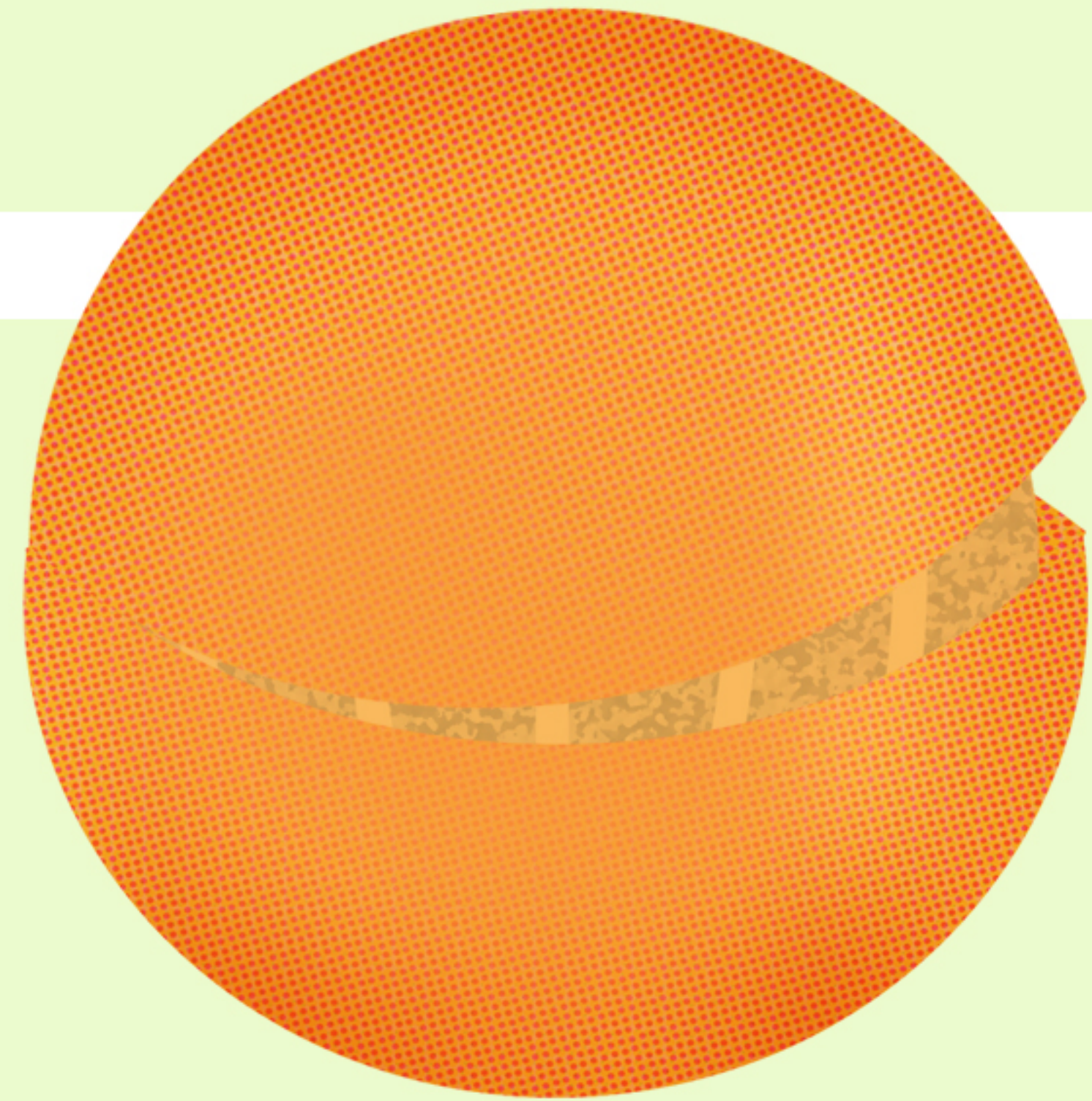


# The clementine

## How to simplify a big project

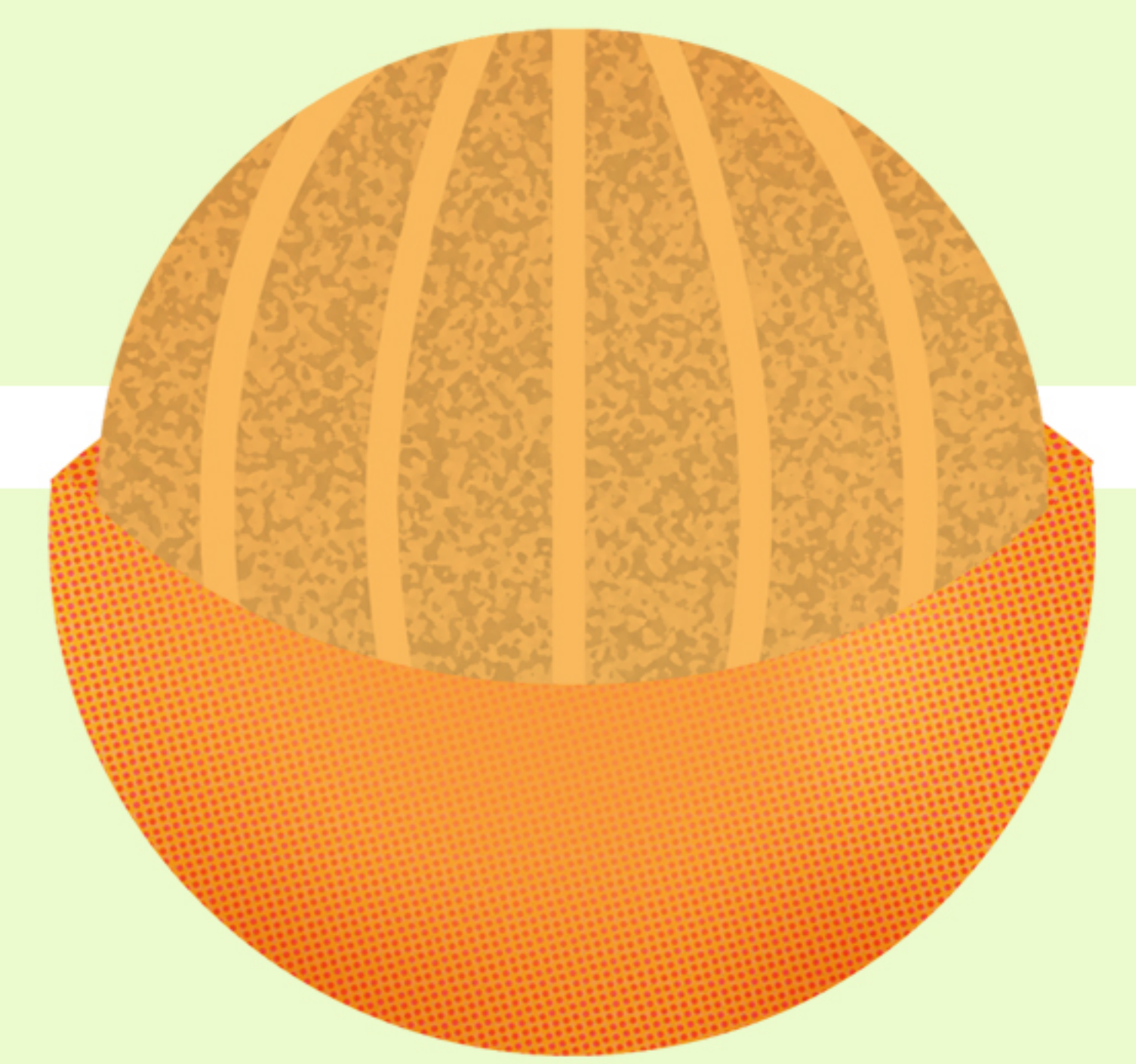


1. Step back and think of the whole picture.  
Without doing anything, try to imagine it in your mind.



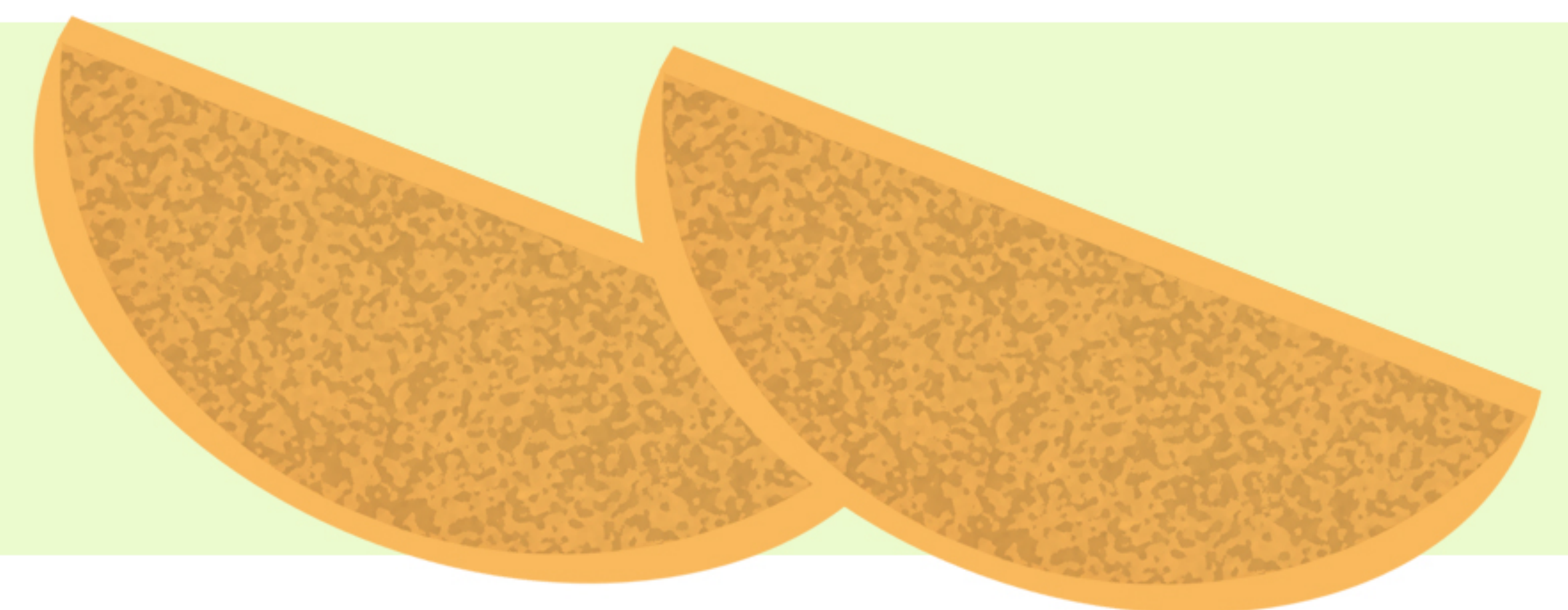
2. Before you peel the skin off...

Ask yourself if you have everything ready to start working on the project.  
Do you have all the information you need?  
Do you have all the materials?  
Do you need to ask for help?  
Do you understand what you need to do?



3. Write down all the parts of that project.  
Specify the order in which each part needs to be accomplished.  
Specify when you plan to work on each part.

4. Make your list with little check boxes  
so you can identify when you have  
finished one step and can move on to the next.



5. Decide when you will start and how much time you need to spend on each step.  
Be mindful of how and when you do your best work.  
What environment do you need to create to concentrate?

6. Start working.

Acknowledge your efforts  
and your progress.



Occasionally, you might  
come across seeds  
or little issues that stop  
your progress.



Don't get discouraged. If you can deal with the issue now,  
do it. If you cannot, try to see if you can keep going and come  
back to the problem when you have help or more time to  
find answers. If things are moving well, don't break the flow.

7. Believe in yourself  
and your ability to manage  
everything that comes your way!

If you find yourself feeling overwhelmed or stuck, take a few deep breaths.  
Go for a short walk or do something to change your energy and refocus your thoughts.  
Come back after a 5 minutes break. Remind yourself of the plan and keep going!