

1. Task:

2. What does this entail?

3. What is the time commitment?

4. What are the resources required?

5. Am I able to take this on? (If no, skip to #7)

Think about the resources and time involved. Do you have access to them?

6. Am I willing to take this?

Think about what you would be giving up to do this task given the resources and time involved.

7. Who else can carry out this task?

Think about the resources and time of those around you. Could you work on this together?

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