

DIVIDE AND CONQUER

WORKSHEET

Purpose: Break complex problems into smaller, manageable parts.

1. **Main Problem:** Define the challenge/action/decision.
2. Break into **key sub-problems**.
3. Divide each sub-problem into **action steps**.
4. **Execute** one step at a time.

Main Problem	Sub-Problem	Sub-Problem	Sub-Problem	Action Step



HOW TO USE (PRO TIPS)

Break a Problem Down Until It's Easy:

- If a task feels overwhelming, it's not divided enough.
- Keep breaking it down until the next step feels obvious.

Use the "Recursive 3-Step Breakdown":

- Step 1: What's the big problem?
- Step 2: Split it into three smaller subproblems.
- Step 3: For each subproblem, repeat until manageable.

Apply the "Lego Block" Strategy:

- Complex projects become modular when broken into independent parts (like a Lego set).
- **Example:** Instead of "Write a book," break it down into "Outline → Research → Draft → Edit → Publish." And break down each of the steps as well.

Prioritize: Solve the Hardest or the Easiest First?

- **Hardest First:** Clears major roadblocks early.
- **Easiest First:** Builds momentum and reduces mental resistance.

Use for Mental Clarity:

- If overwhelmed, write down everything on your mind and break it into smaller, solvable parts.

Pro Tip:

- If stuck, ask: "What's the smallest step I can take right now?"
 - If a problem seems impossible, you haven't divided it enough.
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QUESTIONS TO REFLECT ON

Problem Breakdown:

- What is the overarching challenge, and what are its main components or sub-problems?
- Which parts of the problem seem the most complex, and which are simpler to address?

Prioritizing Sub-Problems:

- What is the logical order in which the sub-problems should be tackled? (Consider dependencies and urgency.)
- Which sub-task will have the greatest impact on progressing toward your overall goal?

Resource and Skill Allocation:

- What resources (time, money, skills) are required for each identified sub-problem?
- How can you assign tasks (to yourself or your team) based on each person's strengths?

Success Metrics:

- How will solving each sub-problem contribute to solving the larger challenge?
 - What milestones or indicators will tell you that a particular segment has been successfully resolved?
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