

## Break It All Down

Writer Charles Swindoll has some good advice for all of us when we find ourselves facing a task that seems insurmountable.

Don't focus on the whole enchilada, he suggests. Take the job in bite-size chunks. Even the most courageous can be overwhelmed by looking at what has to be done in its entirety.

If you are running a 26-mile marathon, remember that every mile is run one step at a time. If you are writing a book, do it one page at a time. If you are trying to master a new language, try it one word at a time.

If you are serving the residents in a 120-bed nursing facility, concentrate on caring for one person at a time.

There are 365 days in the average year. Divide any project by 365 and you will find that no job is all that intimidating.

All it takes is discipline – daily discipline, not annual discipline.

--Beecher Hunter