**Chunking**

**Chunking as a Strategy for Time Management and Self-Motivation**

**What does chunking mean in this context?**

Breaking a large task into smaller, more manageable “chunks”

This falls under the prepare category in PPR

**Why it helps:**

1. Creates plan/objectives before getting started
2. Smaller tasks feel more manageable and less overwhelming
3. Checking off “chunks” as you go can give you a sense of accomplishment to increase motivation (if particularly anxious consider starting with easier tasks to build confidence)

**Example**

**Directions:** Candidates will find and review an article related to classroom management strategies. Article reviews must be double-spaced and two pages long in Times New Roman 12-point font. Articles should include a summary with key points from the article and a reflection. The article should also include a reflection that identifies and explains why the candidate would or would not recommend this article to others working in the education field. The article must not be over ten years old and must be from a peer reviewed journal. This assignment should also have a cover page and reference page in APA format. The article review and the article also need to be uploaded to Blackboard on or before the due date.

**Chunks**

* Find article
* Read article
* Write Summary
* Write Reflection
* Cover page
* Reference page
* Upload on Blackboard – paper and article

**(Continues on back)**

If you are feeling very overwhelmed, you can always break it up even further!

Take any of the “chunks” and break them down into even smaller steps. For example, instead of “read article” you could make each page a “chunk”

* Read page 1
* Read page 2
* Read page 3
* Read page 4
* Read page 5

Still feeling overwhelmed? Do it again!

* Paragraph 1
* Paragraph 2
* Paragraph 3

And so on...

**Chunking as a Memory Strategy**

There is human variation in working memory abilities – meaning some people might be able to juggle more information at one time than others. However, science shows us that regardless of our starting point with working memory, with enough practice anyone can commit new information to their long-term memory.

**What does chunking mean in this context?**

Breaking a large task into smaller, more manageable “chunks” to prevent overwhelming yourself and your working memory

This falls under the prepare category in PPR and is a great way to study and learn information

**Why it helps:**

1. Smaller tasks feel more manageable and less overwhelming
2. You create stronger links by breaking learning into smaller pieces and spacing it out over several days

**Example 1:**

A musician will break a new song into many small segments and master the segments one at a time before gradually putting them together and playing the whole song.

**Example 2:**

Let's say you struggle with understanding what equilibrium is in economics. Start by tackling the fundamental parts of that concept first: supply, then demand, before putting it all together to understand the concept of equilibrium.

This resource was adapted from

[https://learning.edx.org/course/course-v1:BarbaraOakley\_OlavSchewe+LLAP+2T2022/home](https://learning.edx.org/course/course-v1%3ABarbaraOakley_OlavSchewe%2BLLAP%2B2T2022/home)