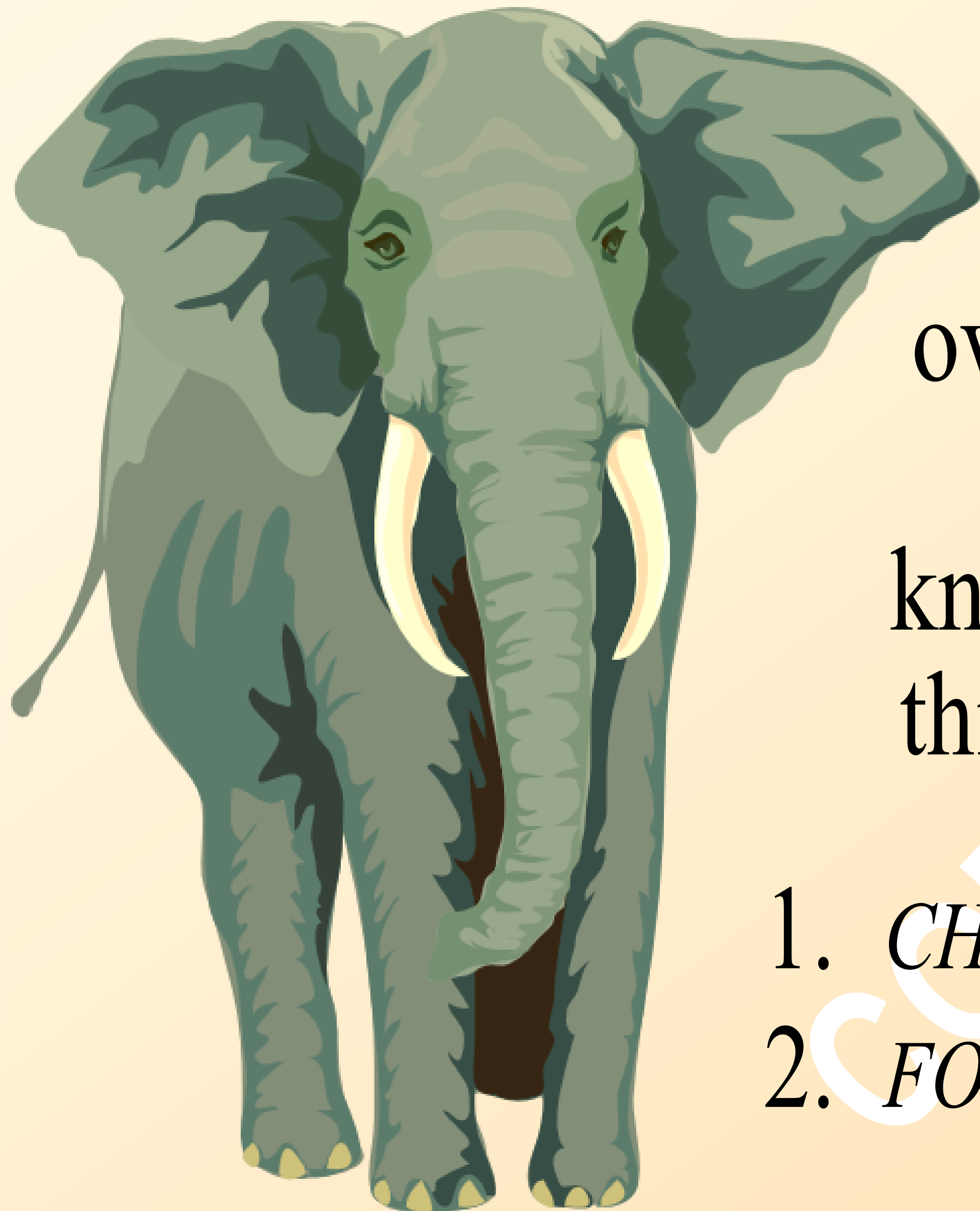


How to Eat an Elephant

ONE BITE AT A TIME



Sometimes we can get overwhelmed by all the things we need to do, often not knowing where to begin. When this happens, follow two steps:

1. *CHOOSE* the most important task.
2. *FOCUS* on it until completion.