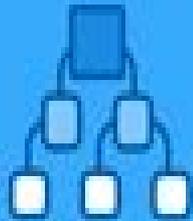


Step-by-Step Guide to a

# TASK-CENTERED APPROACH



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Break Down Tasks  
into Actionable Steps

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Reduce Multitasking

3



Assign Deadlines  
with Relative Dates

4



Monitor Progress and  
Adjust as Needed

# Task Centered Casework

**SJ Ball**



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