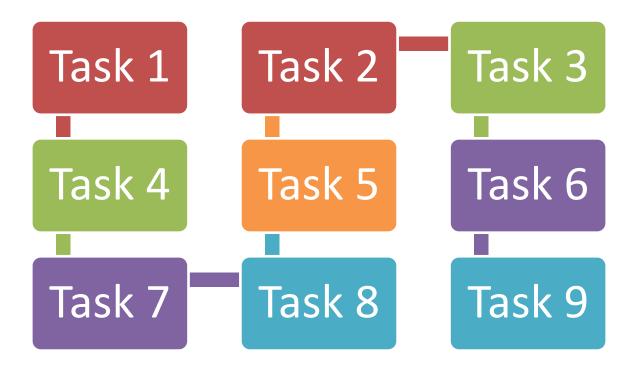
Taking Action

Goal, Action or Task

Record all of the steps that you need to take to achieve your task



Make it Simple

Chunk these steps down into 3 simple steps

