



EPISODE RECAP: MAY 06, 2005  
THE APPRENTICE | 9/8 PM THURSDAY | NBC

## RECAP:

You're never too old to improve your interviewing skills. When an interviewer asks you a specific question, listen and answer the question you were asked directly, make a point, don't talk around the question, which is what Craig did. Kendra and Tana are now facing some challenges. These are huge tasks that could easily be overwhelming to either or both of them. They're really going to have to take the right steps to be successful.

## STEPS:

### THREE STEPS TO TAKING ON OVERWHELMING TASKS.

#### 1. ORGANIZE

With huge tasks that can easily be overwhelming, remember the question: "How do you eat an elephant? One bite at a time." Break down the task into much more manageable steps

#### 2. TAKE INVENTORY

Take an objective measure of your strengths, weaknesses, and those of your team.

#### 3. PLAN STRATEGICALLY AND TACTICALLY

Planning strategically means planning what your going to do; planning tactically means how you're going to do it. Most people forget to plan the specific behavioral steps of how things will get done figuring they'll figure it out along the way... precious time is lost along the way.

I think whichever team we see take these steps will be the winner next week...