

TOOL #4: THE SINGLE STEP METHOD

HOW TO USE IT STEP BY STEP:

Step 1

Ask yourself the question

- "What is the ONE tiny thing I can do right now to move this goal forward?"

Step 2

Write down **ONLY** that one step

- Even if it's the tiniest step, write it down
- No looking too far ahead

Step 3

Do that **ONE** step

- Don't overthink what comes after - just do this one thing

Step 4


When done, ask again: "What's the **ONE** next tiny thing?"

- Write it down
- Check off the previous step

Step 5

Repeat

- One step at a time



Example in Action

You have a huge project: "Plan birthday party." You're overwhelmed—guest list? Venue? Food? Decorations? Instead, ask: "What's ONE tiny step?" Answer: "Text 3 people to ask if they're free on the 15th." Do that. Done. Now ask again: "What's ONE next step?" Answer: "Look at 2 venues online." Do that. Repeat. You never have to hold the whole project in your head—just the current step.

What The Single Step Method Does

Eliminates decision paralysis by forcing you to focus on ONE next step instead of the entire overwhelming project.

When to Use The Single Step Method:

Use this when you're staring at a huge to-do list or big project and you're so overwhelmed you can't figure out where to start, so you freeze.

