

TOOL #7: THE STEP-BY-STEP DECODER

HOW TO USE IT STEP BY STEP:

Step 1

Name the task

- Write it at the top of a blank page or say it out loud. Examples: clean room, make dinner

Step 2

Ask: What's the first physical thing I touch?

- E.g., clean room = pick up trash
- E.g., make dinner = take out chicken and rice

Step 3

Ask: What's the obvious next step after that?

- E.g., clean room = put trash in bin outside
- E.g., make dinner = season the chicken, boil water for rice

Step 4

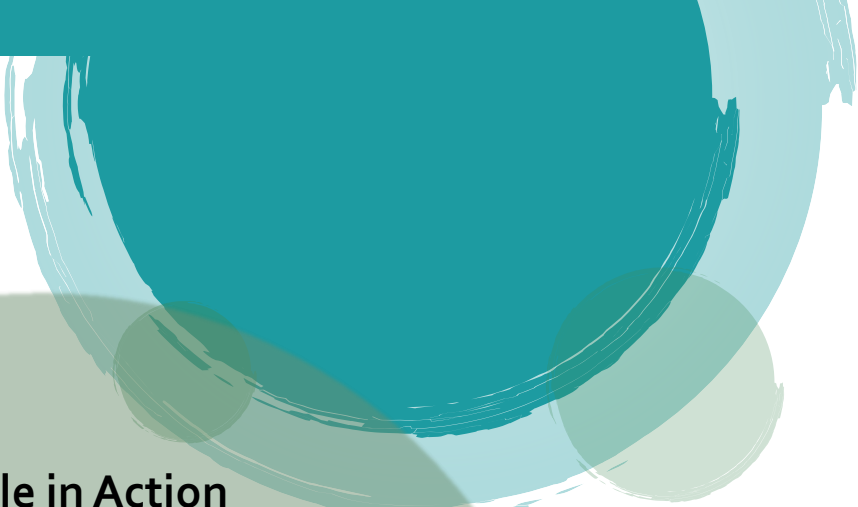
Keep asking until you have 4-5 steps

- Don't overthink it - just ask "what comes next." Write the steps or say them out loud

Step 5

Complete the task

- Do the steps in order, checking them off as you go
- Keep the Stuck Spot Scanner included in this Rescue Kit nearby in case you need it



Example in Action

Task: "Cook dinner." You don't know where to start. Use the decoder:

1. Pull out ingredients (chicken, rice, veggies)
2. Chop vegetables
3. Cook rice
4. Cook chicken
5. Combine everything
6. Serve
7. Put away leftovers

Now you have a sequence. Follow it. Done.

What The Step-by-Step Decoder Does

It gives you a pre-built template for breaking ANY task into a logical sequence.

When to Use The Step-by-Step Decoder:

Use this when you look at a task (clean room, write report, cook meal) and you have no idea where to start or what order to do things in, so you bounce around chaotically.

