

TASK PARALYSIS BREAKER

Small Steps. Real Progress. You've Got This.

DATE: _____

DAY: _____

MON

☐

TUE

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WED

☐

THU

☐

FRI

☐

SAT

☐

SUN

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1. BRAIN DUMP

Get everything out of your head.
List all the tasks, worries, and
commitments taking up space.

2. CHOOSE ONE TINY START

What's one small task that would
create momentum?

MY TINY START:

WHY THIS ONE?

3. BREAK IT DOWN

Divide your tiny start into the
smallest possible steps.

1

2

3

4

5

4. TAKE ACTION

Set a timer for 10–25 minutes and
focus only on the next small step.



FOCUS TIME:

☐ 10 MIN

☐ 15 MIN

☐ 25 MIN

START TIME:

: AM/PM

END TIME:

: AM/PM

HOW IT WENT:

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5. REFLECT & REFOCUS

-  What did I accomplish today? _____
-  What's the next small step? _____
-  What do I want to focus on tomorrow? _____