

MICRO-TASK BREAKDOWN

Make starting stop being a decision. Breaks one overwhelming task into steps small enough that starting stops being a decision. Smaller than feels reasonable is the point, not a mistake.

01 // WHAT THIS IS

STEPS SMALL ENOUGH TO NOT DECIDE

This worksheet breaks one task into steps small enough that each one takes under a few minutes and requires zero further decisions to execute. The goal is to make the first move so small that not doing it feels sillier than doing it.

02 // HOW TO USE IT

- 1. Pick one task.** Just one, this isn't for your whole list, only the task you're stuck on.
- 2. Break it into steps.** Write every physical sub-step you can think of, in order.
- 3. Shrink any step that still feels big.** If a step still makes you hesitate, it's not small enough. Break it down again.
- 4. Do the first step only.** Momentum handles the rest more often than not; if it doesn't, the second step is already written down and waiting.

03 // WHEN TO USE IT

A NOTE BEFORE YOU START

Built for ADHD brains, executive dysfunction, and anyone stuck at the size of a task instead of the task itself. If breaking a task down this far still doesn't move it, the block may not be about size; that's worth naming with a clinician or coach.

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MICRO-TASK BREAKDOWN

DATE

ONE TASK

01 // WHAT DOES DONE LOOK LIKE?

02 // EVERY PHYSICAL SUB-STEP, IN ORDER

Write each sub-step on its own line. Mark any that still feel big.

1

2

3

4

5

6

7

8

STEP ONE ONLY

IF I HESITATE, SHRINK IT TO...