A way into one task.

Use this sheet to choose a starting action, not to plan your whole day.

The task I’m avoiding

What makes the first move hard today? (optional)

☐ Too big ☐ Unclear ☐ Boring ☐ Low energy ☐ Want it perfect

A concrete first action

Name a verb, an object, and a finish. Example: open the email and read the request.

1

The first thing I can do without committing to the whole task.

If that’s too much, make it smaller

If I want to continue

2

A step that touches the actual task.

3

One small piece of the work, not the entire job.

Easy tasks may only need 2–3 actions. Harder tasks can take more. Skip preparation you don’t need, and leave this sheet when you’re ready to work.

Did I start the thing I was avoiding?

☐ Not yet ☐ Almost ☐ Yes