# Break it down

Turn a big, foggy task into small steps you can see

**The big task:** _____ **Due:** _____

**What done looks like (be specific)**

## Steps, each one small enough to start in five minutes

| # | Step | Time guess | When | Done |
|---|---|---|---|---|
| 1 | | | | ☐ |
| 2 | | | | ☐ |
| 3 | | | | ☐ |
| 4 | | | | ☐ |
| 5 | | | | ☐ |
| 6 | | | | ☐ |
| 7 | | | | ☐ |
| 8 | | | | ☐ |
| 9 | | | | ☐ |
| 10 | | | | ☐ |

**The very first step, so small it feels almost silly**

**Things I need ready before I start**

**How I will reward myself when it is done**

Name _____ Date _____

# Getting unstuck

When you know what to do but cannot make yourself start

Struggling to start is not laziness. Tasks that are boring, unclear, too big or emotionally loaded are hard for an ADHD brain to begin. Name the block, then pick a tool that fits it.

| The block | Tools to try | Fits me? Notes |
|---|---|---|
| **Too boring** | Pair it with music or a podcast, race a timer, work beside someone (body doubling) | |
| **Too big** | Break it down, set a 10 minute start, do only the first step | |
| **Unclear** | Write what done looks like, ask one question, look at an example | |
| **Too much feeling** | Name the feeling, start with the easiest part, ask for support | |
| **No urgency** | Make a mini deadline, tell someone your plan, book a time block | |
| **Too tired** | Check basics: food, water, movement. Do a low energy version | |

**A task I am avoiding right now**

**Which block it is, and why**

**The tool I will try, and when**

**How stuck I feel before** 0 1 2 3 4 5 6 7 8 9 10

**How stuck I feel after** 0 1 2 3 4 5 6 7 8 9 10

Name _____ Date _____

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