Worksheet 2 of 4

The task shrinker

Big tasks are hard to start because they feel vague and risky. Break the avoided task down until the first piece is so small it would feel silly to put off. Keep going until each step starts with a physical verb: open, write, email, list, read.

The task I keep avoiding

What "done" looks like, in one sentence

#	Step (starts with a verb)	Minutes	Done
1			☐
2			☐
3			☐
4			☐
5			☐
6			☐
7			☐
8			☐
9			☐
10			☐

The two-minute test

Look at step 1. Could you start it in the next two minutes without preparing anything? If not, split it again. "Write the report" fails the test. "Open the document and type the title" passes.