Micro-Steps Task Breakdown Worksheet

Break down any task into tiny, doable actions to build momentum.

Task I want to work on:

_____

_____

Break the task into 2–3 small steps:

1. _____

2. _____

3. _____

Break each small step into micro-steps:

Small Step 1: _____

- _____

- _____

- _____

Small Step 2: _____

- _____

- _____

- _____

Small Step 3: _____

- _____
- _____
- _____

First micro-step I will do right now:

_____

_____

How I felt after doing that first micro-step:

_____

_____

_____

Reflection (optional):

What helped? What's the next small action I can take?