

The Thing You Keep Putting Off

Get honest about one avoided task, and shrink it to something you could start today.

WHEN TO USE THIS

Use this on a task that has been on your list too long.

What is the thing? Write it in one line.

What happens when you go to start it?

- ☐ I open it and close it again
- ☐ I do something smaller instead
- ☐ I go blank
- ☐ I tell myself I work better later
- ☐ My chest gets tight
- ☐ I do not know where to begin
- ☐ I clean or scroll instead

What is the very first physical step?

Open the file. Find the email. Write the title.

When today or tomorrow will you do only that step?

Starting and finishing are two different jobs. Today, only start.