

TASK BREAKDOWN WORKSHEET

Break it down. Take it step by step. You've got this.

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THE BIG TASK

What is the big thing you need to do?

What Does "Done" Look Like?

How will you know it's done?



Brain Dump

Write everything that might need to happen.



Break It Down

List the steps in order. Don't make them perfect - just helpful.

- 1 ☐ _____
- 2 ☐ _____
- 3 ☐ _____
- 4 ☐ _____
- 5 ☐ _____
- 6 ☐ _____

- 7 ☐ _____
- 8 ☐ _____
- 9 ☐ _____
- 10 ☐ _____
- 11 ☐ _____
- 12 ☐ _____

My First Step

What is the smallest thing I can do right now?



What Might Get In My Way?

What might make this hard or slow me down?



Stuck?

Make the step smaller.

Ask for help.

Take a break.

Start somewhere else.

Come back when you're ready.