

# Getting Started Toolkit

A step-by-step guide to help you break tasks into small, doable pieces.

## Step 1: Choose Your First Tiny Step

“The very first thing I’ll do is \_\_\_\_\_ for \_\_\_\_\_.”  
*task* *short time (e.g. 5 minutes)*



*Tip: Keep it so small it feels almost too easy – that’s the point!*

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## Step 2: Plan the Next Step

“Once I finish that, I’ll move on to \_\_\_\_\_ for \_\_\_\_\_.”  
*task* *time*



*Tip: Focus only on one step at a time. Avoid planning the entire task all at once.*

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## Step 3: Build Momentum

“After that, I’ll \_\_\_\_\_ until I reach \_\_\_\_\_.”  
*task* *mini-goal or milestone*



*Tip: Mini-goals give your brain a sense of progress, which makes it easier to keep going.*

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## Step 4: Reward & Reflect

“When I’ve completed these steps, I’ll \_\_\_\_\_ and note  
how it felt to get started.”  
*reward or self-check*



*Tip: Rewards can be simple – a stretch break, a snack, or a few minutes of music.*

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