

# 4 Steps to Support Task Initiation

<p><b>1. Systems Check</b></p> <p>Am I hungry or thirsty?</p> <p>Am I tired?</p> <p>Do I have what I need to begin the assignment?</p> <p>What distractions need to be removed?</p>	<p><b>3. Break Down Assignment in Microsteps</b></p> <p>Identify your first 3-4 small steps. Try to have each microstep taking no more than 15-30 minutes each</p> <p>Assignment:</p> <p>Goal:</p> <p>Microsteps:</p>
<p><b>2. Shift Your Mindset</b></p> <p>Current</p> <p>Reframe</p> <p>Mindful Activity:</p>	<p><b>4. Engage!</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> 5 minutes session   1 minute movement break</li><li><input type="checkbox"/> 10 minutes session   2 minute movement break</li><li><input type="checkbox"/> 15 minute session   5 minute break</li></ul>

# SAMPLE

<p><b>1. Systems Check</b></p> <p><b>Am I hungry or thirsty?</b> Yes, I'll grab a high-protein snack and refill my water bottle. This will also help me sit still while working.</p> <p><b>Am I tired?</b> Yes, I'll take a quick walk to get my energy up.</p> <p><b>Do I have what I need to begin the assignment?</b> Need to clarify 1 part of the assignment with a classmate.</p> <p><b>What distractions need to be addressed?</b> Cell phone... I'll turn it off and put it at the bottom of my backpack. I'll turn off messaging on laptop too.</p>	<p><b>3. Break Down Assignment in Microsteps</b></p> <p><b>Identify your first larger goal. Try to break that large step into microsteps that take no more than 15-30 minutes each</b></p> <p>Assignment: Essay</p> <p>Goal : Work on Research-3 sources needed</p> <p>Microsteps:</p> <ul style="list-style-type: none"> <li>• Find source 1: What drives inflation?</li> <li>• Find source 2: Negative consequences?</li> <li>• Find source 3: Remedies?</li> </ul>
<p><b>2. Shift Your Mindset</b></p> <p><b>Current</b> Just have to do the assignment. Hope it goes quickly. I have so much to do. I'm really slammed today.</p> <p><b>Reframe</b> Even though I'm busy, I value understanding and writing about this topic. I commit to giving it my full attention.</p> <p><b>State regulation:</b> STOP Practice: Stop, Take a breath, Observe thoughts and sensations, Proceed with awareness</p>	<p><b>4. Engage!</b></p> <p><input type="checkbox"/> 5 minutes session   1 minute movement break  <input type="checkbox"/> Find inflation resource</p> <p><input type="checkbox"/> 10 minutes session   2 minute movement break  <input type="checkbox"/> Cont. with inflation resource search</p> <p><input type="checkbox"/> 15 minute session   5 minute break  <input type="checkbox"/> Read and annotate what I've found</p>

