

4 Steps to Support Task Initiation

1. Systems Check Am I hungry or thirsty? Am I tired? Do I have what I need to begin the assignment? What distractions need to be removed?	3. Break Down Assignment in Microsteps Identify your first 3-4 small steps. Try to have each microstep taking no more than 15-30 minutes each Assignment: Goal: Microsteps:
2. Shift Your Mindset Current Reframe Mindful Activity:	4. Engage! <input type="checkbox"/> 5 minutes session 1 minute movement break <input type="checkbox"/> 10 minutes session 2 minute movement break <input type="checkbox"/> 15 minute session 5 minute break

SAMPLE

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