4 Steps to Support Task Initiation



1. Systems Check	3. Break Down Assignment in Microsteps
Am I hungry or thirsty?	Identify your first 3-4 small steps. Try to have each microstep taking no more than 15-30 minutes each
Am I tired?	Assignment: Complete 4 dense pages
	Goal:
Do I have what I need to begin the assignment?	
What distractions need to be removed?	Microsteps: - Outline - Schedule a meeting w professor - Body paragraph #1 - Select 1 or 2 ideas from outline - Select 1 or 2 quotes
2. Shift Your Mindset	4. Engage!
Current "Dense writing have to organize everything I like the topic, but it's already week 6 and I'm TIRED!"	☐ 5 minutes session 1 minute movement break
	☐ 10 minutes session 2 minute movement break
Reframe 25% of my grade, I value discipline & intentionality	☐ 15 minute session 5 minute break
Mindful Activity:	

SAMPLE

1. Systems Check

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.

Am I tired?

Yes, I'll take a quick walk to get my energy up.

Do I have what I need to begin the assignment?

Need to clarify 1 part of the assignment with a classmate.

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.

3. Break Down Assignment in Microsteps

Identify your first larger goal. Try to break that large step into microsteps that take no more than 15-30 minutes each

Assignment: Essay

Goal: Work on Research-3 sources needed

Microsteps:

- Find source 1: What drives inflation?
- Find source 2: Negative consequences?
- Find source 3: Remedies?

2. Shift Your Mindset

Current

Just have to do the assignment. Hope it goes quickly. I have so much to do. I'm really slammed today.

Reframe

Even though I'm busy, I value understanding and writing about this topic. I commit to giving it my full attention.

State regulation:

STOP Practice: Stop, Take a breath, Observe thoughts and sensations, Proceed with awareness

4. Engage!

☐ 5 minutes session 1 minute movement break☐ Find inflation resource
☐ 10 minutes session 2 minute movement break☐ Cont. with inflation resource search
☐ 15 minute session 5 minute break

☐ Read and annotate what I've found