ANTI-TASK-PARALYSIS CHECKLIST

For When Everything Feels Like Too Much

STEP 1:
GROUND
& CENTER

Breathe: One deep inhaleone longer exhale
Move your body for 2 minutes (stand, stretch, sway)
Say out loud: "One small thing is enough." (Repeat until you feel it.)

STEP 2: CHOOSE YOUR ONE "NOW" THING

Make a list of one-step items you could do today that would move the needle. Examples might include: opening your WIP and rereading the last couple paragraphs; check your calendar for just today's plan; send an email or text that's been weighing on you; step outside for 5 minutes because whether it's gloomy or sunny, outside counts.

From your list, pick one to start with—whatever feels lightest:

STEP 3:

RESET
THE FIELD

Once you've done one thing:
Check in: What's the next easiest thing?
Write it down (just one)
Do it.
Repeat as needed



STEP 4: TEND THE BASICS (Only If You Have Capacity)	If you're ready to move beyond survival mode, shift from putting out fires to gently supporting your foundations: Protect your writing time Move you body Ensure you have food, water, and rest	
You don't have to do everything. You just have to do something. It's okay to have a soft productivity day. You didn't give up. You didn't give in. Instead, you moved forward in nurtured, sustainable motion.		
Thoughts		

