

Tools for Getting Things Done - Just one step

Breaking a task into small steps is the key to feeling overwhelmed, unmotivated, or it's just hard. Choose the first step, a tiny step, then the next, then the next. Use this process at work and home, with any size project.

Example:

You've been avoiding tidying a cupboard.

Steps:

- Visualise the task when it is complete AND how you will feel
- Start with just one shelf
- Place the contents onto the floor
- Clean the shelf
- Make three piles. One pile to return to the cupboard, second pile rubbish, third pile to give away
- Replace the selected contents onto the shelf
- Continue the same process with the other shelves

Break up these steps with time as well. Each step could take a day or action a couple of steps a day. Once you start to get frustrated or annoyed or bored, stop and return to it later or select another day.

More Solutions:

- Write down what you've been delaying
- Start with a small task you can do immediately
- Tackle the hard bit first
- If your first way doesn't work, then try another
- Motivate yourself out of your comfy chair by counting down from five. Then at zero, leap out of the chair and on with the task.

Top Tip:

Always have a place for everything. You know that pile of stuff that keeps getting bigger, and it's got a variety of things in like photos, a treasured pen, and a leash from your dog that died and so on.

Choose a place for EVERYTHING in your house. For instance, all pens are in the kitchen top drawer, or all candles are in the laundry cupboard. Then it's much easier to find things and to store items without hesitation.

"Great things are done by a series of small things brought together."
- Vincent van Gogh