Breaking a task into steps

Split a job you are avoiding into small steps and tick them off.

Name _____ Date _____

The task that feels too big

What "done" would look like. Be realistic: good enough, not perfect.

List every step, however small. If a step still feels too much, break it down again.

Step	What exactly I will do	How long	When	Done
1				
2				
3				
4				
5				
6				
7				
8				

What might stop me, and what would help

How I will mark finishing it

© 2026 Patrick O'Hare Therapy · patrickoharetherapy.com
This handout supports your therapy. It does not replace professional advice.