



# TASK BREAKDOWN

*Smash that task into bite-sized pieces*

## WHAT TASK HAVE I BEEN AVOIDING?

Writing the "Resources" Anti-Planner spread

## ANXIETY LEVEL:



## WHY HAVEN'T I DONE IT ALREADY?

I did an initial resource brain-dump, although I'm kinda worried a bulleted list might not be enough context. But individual product descriptions take up too much space, and I've hit my maximum page limit. :(

## LIST OUT ALL THE STEPS!

- + Brain-dump list of resources
- + Research additional products for ideas
- + Cross out any "meh" items from brain-dump list
- + Organize list items (Color-code by product type? Group by section?)
- + Confirm book titles & authors
- + Write individual product descriptions
- + Design layout & format text
- + Proofread & make edits
- + Make an online resource list & generate QR code

## WHICH STEPS ARE TECHNICALLY OPTIONAL?

- + Product descriptions
- + Online resource list (I can make one if I have extra time later on)

## OF THE REMAINING STEPS, WHAT TAKES TOP PRIORITY?

Figuring out a system to organize the list items

## WHAT BABY STEP I COULD DO RIGHT NOW TO MAKE PROGRESS?



**WHAT TASK HAVE I BEEN AVOIDING?**

**ANXIETY LEVEL:**

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**WHY HAVEN'T I DONE IT ALREADY?**

**LIST OUT ALL THE STEPS!**

*(Don't worry about being perfect; just word-vomit whatever comes to mind)*

**WHICH STEPS ARE TECHNICALLY OPTIONAL?**

*(What could I skip to make things easier on myself?)*

**OF THE REMAINING STEPS, WHAT TAKES TOP PRIORITY?**

*(What needs to be done first?)*

**WHAT BABY STEP I COULD DO RIGHT NOW TO MAKE PROGRESS?**