

# Divide Until Doable

Think of something you have been putting off. This could be planning a party, doing a chore, starting an assignment, writing a thank-you note, or starting an exercise program. Write down the end goal:

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Now think of at least five steps that will get you there. It is easier to approach something if it is broken down into manageable parts.

Doable 1: \_\_\_\_\_

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Doable 2: \_\_\_\_\_

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Doable 3: \_\_\_\_\_

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Doable 4: \_\_\_\_\_

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Doable 5: \_\_\_\_\_

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Once you have a list of doables, you can get started with the task, one step at a time.

You can also use this worksheet in combination with the tools in chapter 13 of *A Teen's Guide to Getting Things Done*, for example *Beat the Clock* and *The Five-Minute Jump Start*.