

HOW TO CONQUER TASK PARALYSIS

Add timed brain breaks into your task schedule. For better results set alarms ahead of time. Note: for every 45 minutes working on a subtask, take a 10 minute break. For every hour, take a 20 minute break.

Pick specific times to do each part of the task. Think about when you feel the most productive and start there.

Focus on PROGRESS, NOT PERFECTION. I know this will not be easy, but, when you finish a subtask STEP AWAY from it all. Engage in something interesting. This will help with hyperfixating if it's "perfect".

Body Doubling:
Working alongside someone else either online or in person is an external motivator to keep progressing, keeps both parties accountable, and on a timed schedule.

Backwards Planning:
Start with the end goal of what you want to accomplish. Ask yourself questions like: What does the finished product look like? Then determine the steps you need to get there. Be as specific as possible. You can do this alone, or talk it out with someone else!

Break up the task into small chunks called subtasks. OR, if that word is triggering, or not engaging, make up something fun, like the parts of a flower: root, stem, leaf, bud, flower. Each part of the flower can be the label of one of the subtasks. Anything goes!

Acknowledge your feelings and negative emotions surrounding the task. (It's okay to feel overwhelmed!) REMEMBER: name it to tame it! Once you identify how your feeling, pinpoint empowering thoughts that support what you're trying to accomplish. Think of your strengths!

Make each subtask reasonable. Though you may think you have time to do parts X, Y, & Z...start with X and see how you feel. Give yourself extra time later to do Y & Z.