TURN A BIG CHALLENGE INTO SMALL STEPS

Break It Down

Make progress easier to start by deciding what “next” means.

START SMALL ON PURPOSE

A first step can be brief, imperfect, and still useful. The goal is to create movement, not to finish everything at once.

1. Define the challenge

What feels too large, confusing, or difficult to start?

What would “good enough for now” progress look like?

Why does this matter to me?

2. Brainstorm the pieces

List tasks, questions, or people/resources that could help. Put them in any order; you can sort them later.

1.

2.

3.

4.

5.

“The next doable step is a strong place to begin.”

CHOOSE THE NEXT DOABLE ACTION

Break It Down

Make a simple plan for starting, adjusting, and noticing progress.

3. Pick one first step

The smallest useful action I can take first:

When and where will I do it? How much time will I give it?

What tools, information, or support might help?

4. Plan for a snag

A barrier that might come up:

If that happens, I can:

5. Notice your progress

Step	Done	What I learned / next step
1		
2		
3		
4		
5		

If your first step feels too big, make it smaller. That is planning, not failure.

“Progress is built one manageable action at a time.”