LEARNING & ACADEMIC STRATEGY • EXECUTIVE FUNCTION COACHING

Task Chunking & Micro-Sprint Canvas

Break down overwhelming multi-chapter syllabi into 10-minute conquerable units.

CLINICAL INSTRUCTIONS: One line per step in your own words. Short, honest answers are easier to trust.

Participant Name: _____ **Date:** _____ **Target: 15m**

1 NAME THE INTIMIDATING MONSTER PROJECT

Write the overwhelming project: 'History Term Project' or 'Chemistry Entire Organic Unit.'

CLINICAL HINT: Admit that the sheer size is what feels paralyzing, not your intelligence.

2 PERFORM THE REVERSE-ENGINEERING SLICING

Break the project into 4 distinct physical phases: Phase 1: Gathering resources; Phase 2: Outline; Phase 3: Draft; Phase 4: Final Polish.

CLINICAL HINT: You do not need to finish the whole project today; you only need to finish Phase 1.

3 DEFINE THE 10-MINUTE 'RIDICULOUSLY EASY' STARTER

What is a 10-minute action so small it feels almost silly? (e.g. 'Print 2 syllabus pages and staple them'). Write it down.

CLINICAL HINT: Lower the activation energy barrier to near zero.

4 THE DONE CHECKMARK CELEBRATION

Check off the 10-minute task. Notice the sensation of completion before deciding whether to take a break or do one more.

CLINICAL HINT: Celebrating small wins rewires task initiation dopamine circuits.