

DEALING WITH TASK PARALYSIS

Address basic needs (Set a timer, 10–20 minutes)

	Dehydrated	Drink water.
	Hungry	Eat a meal or snack.
	Tired	Coffee, move my body, sunlight, splash face with cold water, take a nap, rest.
	Cleanliness	Have a shower, brush your teeth, wash your face.
	Noise levels	Noise cancelling headphones, white noise, ear plugs for noise sensitivity, closing doors, sound proofing.
	Overwhelmed/anxious	<p>Complete a short meditation such as:</p> <ul style="list-style-type: none"> • Body Scan • Relaxation/Mindfulness • Overwhelm paralysis (Insight Timer) • Grounding exercises (see, feel, smell) • Emotional regulation <p>Yoga, stretch, walk, move. Break the first few tasks into TINY steps.</p>
	Low self-esteem	<p>Complete a short meditation such as:</p> <ul style="list-style-type: none"> • Body Scan • Relaxation/mindfulness • Self-compassion (Kristin Neff) • Positive affirmations <p>Thought reframe (5 minutes max)</p>

Address basic needs continued....

Be mindful of hyper-focusing on basic needs and avoiding the task you want to complete.

	Uncomfortable or in pain	Change clothes, adjust lighting, have a shower, reduce noise, take medication, use bathroom.
	Lonely or isolated	Library, communal study space, focusmate, cafe, public space, park.
	Feeling trapped	Fresh air, movement (10 squats), gentle stretches, walk, dance to your favourite 'feel good' song.

Once basic needs are met, move on to the task

	Visualise completing the task and how it feels.
	Write down a reward : _____ Examples include: coffee, Netflix, cuddles with your pet, cup of tea.
	Make a list (1 <i>must</i> do, 1 <i>should</i> do, 1 <i>would</i> be nice to do) <ul style="list-style-type: none"> • Must: • Should: • Would be nice:
	Start strict app blocker on your phone.

	Make brain dump list (running list of distractions/thoughts that come to you while working).
	Start white noise, calming music, nature sounds, put on noise cancelling headphones if you notice yourself getting distracted by external factors.
	Start pomodoro in increasing increments (**remind yourself you only need to work for 5-10 minute increments. Remind yourself that dopamine will be released naturally when our brain feels it has accomplished a task).
	Write down your start time on a log of work sessions. Grade the session afterwards and note any observations. Noticing patterns will help you develop more insight into what works well for your brain.
	Accountability: text someone your plan for the day or write your goal in a visible location.

Brain dump:

Thought Reframe

- Does this thought need to be challenged?
- Does this thought need to be noticed but not given energy or attention right now?
- What is the most generous interpretation of this thought?
- Does it need to be bracketed/put in a box for now?

Deeper thoughts can be validated and unpacked at a later time.