



This thinksheet supports concepts taught in *Think Social!* and *Inside Out*

## Getting Started on Tasks

Every day we have to get **tasks** done at school or at home. Tasks are basically jobs that we have to do because it is our responsibility, like homework, schoolwork or chores. As we get older, adults expect us to begin and finish these tasks without reminders. This is part of what makes us appear more “responsible” or “mature” to others. Starting and finishing these tasks can result in better grades if it is for school or you may get praise or more privileges if it is for home. Our brains can make it hard for us to get started on tasks EVEN if it’s easy and we know what to do.

However, **getting started** can be hard for lots of reasons:

- You might get overwhelmed and not know where to start
- You might forget to do it
- You might avoid it because you think it will be boring or take too long
- You might not know how to do it
- And LOTS more.

Why is getting started hard for you?

The good news is ANY brain can get better at initiating by understanding how to do it and practicing it. Let’s practicing initiating a task.

1. **Pick a task you NEED to do:** \_\_\_\_\_

When is it due or needs to be done by: \_\_\_\_\_

Do you understand the directions to do this or do you do need to ask for help? \_\_\_\_\_  
(if you need to ask for help, then go to your teacher or parent and ask questions to make sure you know WHAT to do and HOW to do it).

2. **Break the task into parts.** These don’t have to be in order but should be small sections or steps of the task. For example, if you need to do a worksheet- each section might be a part. Or if it’s cleaning your room: you might have a putting up clothes part, an organizing papers part, making the bed part, and a bookshelf cleaning part. Write the parts of your task here:

Part 1:

Part 2:

Part 3:

Part 4:

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Pick one part to start the task. This can be the one that should come first (you have to do this first to do the rest) OR it can be the easiest part of the task.

Which part will you start on \_\_\_\_\_

**3. Get started on the first part you chose:**

When will you do this task put date and time: \_\_\_\_\_

Even if you know the assignment and have a plan for which part you will start with, you will need a few more strategies to help your brain get started.

***Set a reminder for doing the task.*** This can be in your calendar, planner or on your to do list.

***Use your inner coach.*** Tell yourself that you can do this first and then something you like later and that it will go a lot faster once you get started.

Now DO the first part!

Don't forget to stop and celebrate the fact that you STARTED! Keep track of 5 times this week you started a task:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

*Visual cue for Initiation to keep at your desk or in your notebook*

### **Getting Started**

1. **Pick a task you NEED to do:** \_\_\_\_\_

When is it due or needs to be done by: \_\_\_\_\_

Do you understand the directions or do you do need to ask for help? \_\_\_\_\_

2. **Break the task into parts.**

Part 1:

Part 2:

Part 3:

Part 4:

Which part will you start on \_\_\_\_\_ (easiest or first)

3. **Get started on the first part you chose:**

When will you do this task put date and time: \_\_\_\_\_

Did you set a reminder? \_\_\_\_\_ This can be in your calendar or planner.

***Use your inner coach.*** What will you tell yourself to get started?

\_\_\_\_\_

Did you get started??? \_\_\_\_\_