



FREE ONE-PAGE TOOL 17 | EVERYDAY STEADINESS

One Task at a Time

When everything feels urgent, choosing one task can make the next hour more manageable.

1 Empty your head

List the tasks without sorting them yet.

2 Find the true deadline

Circle what has to happen today, not merely what feels loud.

3 Make a tiny start

Choose a first action that takes five minutes or less.

A phrase you can borrow

"I can do [one step] now. I will revisit the rest after that."

Make it yours

The five-minute action I will start with:

This free sheet offers education and peer support, not individualized medical, mental-health, legal, or safety advice. If you are in immediate danger in the U.S., call 911. For crisis support, call or text 988. If someone may monitor your device, consider a safer way to access this resource.

Learn more: cdc.gov/emotional-well-being/conversations-matter/index.html