

Task Splitter Template

Break any overwhelming task into 5-minute micro-steps.

THE TASK I'M AVOIDING

Write the full task exactly as it feels in your head — messy is fine:

WHY IT FEELS HARD (CHECK ALL THAT APPLY)

- | | |
|---|--|
| <input type="checkbox"/> Too large — I don't know where to start | <input type="checkbox"/> Too scary — fear of failure or judgment |
| <input type="checkbox"/> Too undefined — unclear what 'done' looks like | <input type="checkbox"/> Too many steps — feels overwhelming |
| <input type="checkbox"/> Too boring — low interest, low activation | <input type="checkbox"/> Wrong time — low energy right now |

WHAT DOES 'DONE' LOOK LIKE? (BE SPECIFIC)

BREAK IT DOWN — FROM BIG TO TINY

The whole task in one sentence:

Break into 3 phases:

Phase 1 broken into steps:

The single smallest first step (under 5 minutes):

What do I need before I can start?

MY COMMITMENT

I will do this one thing in the next 10 minutes:

Set a timer. Do only this. Stop when the timer goes off.

KeptMind's AI task split feature breaks any task into subtasks automatically — just tap "Split" on any task in your Today list.