



GET IT DONE

Is there a project (any kind of project, any size, big or small) that you'd really like to complete?

A creative project, work project, or maybe a household project—like decluttering your closet or filing receipts?

Use this worksheet to get organized, focus your attention, and get it done!

PROJECT

What's the project you want to complete?

WHY?

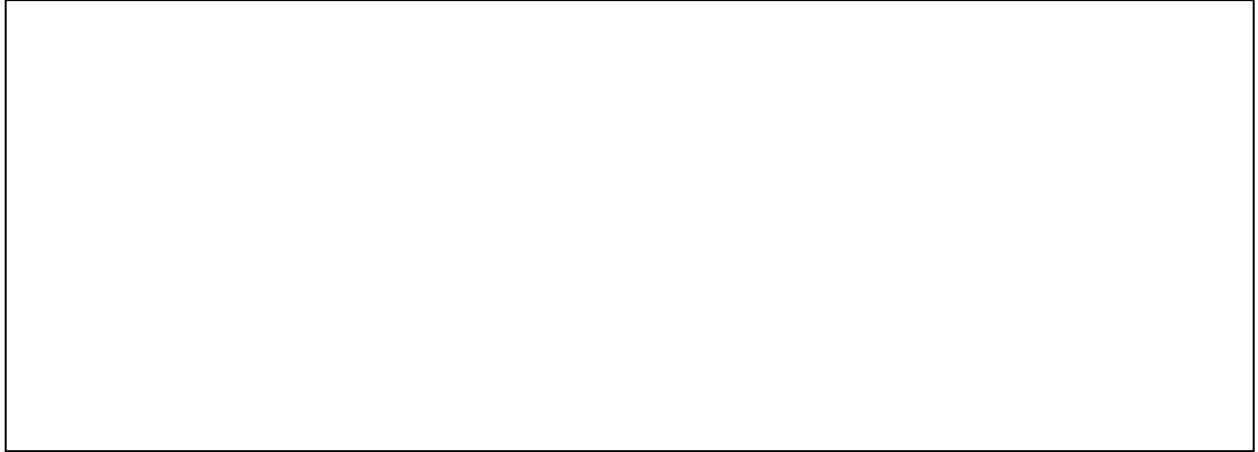
Why does this matter to you? Why do it?

"BACK ON TRACK" THOUGHT

If you notice yourself getting off track—avoiding, procrastinating, feeling overwhelmed—what's something you could say to yourself to get your mind back on track?

TINY GOALS FOR TODAY

Choose 1-3 very tiny goals for today. Very small. Realistic. Gentle.



VICTORY!

Once you complete your tiny goals for today, what will you do to celebrate?



HEY. YOU'RE DOING A GREAT JOB!

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ABOUT ALEXANDRA

[Alexandra Franzen](#) is a writer and entrepreneur based in Hawaii.

Her writing has been published in places like *Time*, *Forbes*, *Newsweek*, *The Huffington Post*, and *Lifehacker*. She's been mentioned in places like *The New York Times Small Business Blog*, *The Atlantic*, *The Los Angeles Times*, and *Inc.*

She's the author of several books, including [The Checklist Book](#), [You're Going to Survive](#), and [So This Is the End: A Love Story](#).

She teaches classes on writing, communication, creative marketing, productivity, setting intentions and goals, and simplifying life and work. She has led classes in 18 cities around the world—and online, too.

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