The Anti-Procrastination Sheet[*]

Task Break the task into tiny steps that can be completed quickly, and number each step.	Predicted Difficulty (0% to 100%)	Predicted Satisfaction (0% to 100%)	Actual Difficulty (0% to 100%)	Actual Satisfaction (0% to 100%)
1. Turn on computer	0	5	0	10
2. Find expense files for 2016	10	5	0	15
3. Update file names to 2017	10	20	15	35
4. Begin entering cost of the mailing file	5	25	5	35
5. Finish mailing costs	25	25	15	50
6.				
7.				