A PRACTICAL GUIDE

Build Momentum, Starting Today

Nine simple ways to get unstuck, keep moving and turn small steps into steady progress.



www.forwardstepsblog.com

Waiting to feel ready?
Start before you are.

You don't need a burst of motivation. You need a first step small enough to take today.



WHAT FUELS MOTIVATION

#1

Of everything that lifts mood and motivation at work, making progress on meaningful work matters most.

Amabile & Kramer, Harvard Business Review, 2011



PROGRESS FEELS GOOD

76%

of people's best-mood workdays included a step forward. Setbacks showed up on just 13% of them.

Amabile & Kramer, Harvard Business Review, 2011



TRACK IT TO KEEP IT

138

studies found tracking your progress helps you reach goals, even more when you write it down or share it

Harkin et al., Psychological Bulletin, 2016



HOW THIS GUIDE WORKS

Three parts, nine moves

PART 1

1

Get unstuck

Name it, picture it, start ridiculously small.

PART 2

2

Keep it rolling

Bite-size chunks, a daily routine, tiny wins.

PART 3

3

Fuel the fire

Reframe chores, refresh your space, find allies.



1



Get unstuck

Admit where you're stuck, then make the first move tiny.

MOVE 1 · GET UNSTUCK

Name the standstill

Momentum starts with honesty. Notice where life feels stalled, without judging yourself. You can't move what you won't look at.

INSTEAD OF



Beating yourself up for being stuck

→

TRY



Naming exactly where you're stalled, kindly and clearly

TRY IT TODAY

- ✓ List the areas of your life that feel stuck.
- ✓ Pick just one to work on first.



Write it down

Find pictures



Make it specific

Keep it in view

A clear picture gives you a target.

MOVE 2 · GET UNSTUCK

Picture the progress

What does moving forward look like for you? Make the picture vivid, then write it down or build a simple vision board.

TRY IT TODAY

- ✓ Describe one ordinary day once you've made progress.
- ✓ Put the picture where you'll see it daily.



MOVE 3 · GET UNSTUCK

Start tiny

Pick the task you've been avoiding and give it just five minutes today. A tiny step breaks the standstill and makes the next one easier.

5

minutes on one task

→



Stop when the timer rings, or keep going.

TRY IT TODAY

- ✓ Set a timer and stop when it rings if you want.
- ✓ Starting is the win. Celebrate it.



SMALL WINS COUNT

28%

of small events that barely moved a project had a big effect on how people felt about the project

Amabile & Kramer, Harvard Business Review, 2011



2

Keep it rolling

Turn a first step into a steady rhythm.





1. Write the big goal at the top
2. Split it into tasks under an hour
3. Finish one chunk, then the next

MOVE 4 · KEEP IT ROLLING

Chunk it down

Big, fuzzy goals freeze us. Break yours into bite-size tasks that are easy to start. Every finished chunk builds speed.

TRY IT TODAY

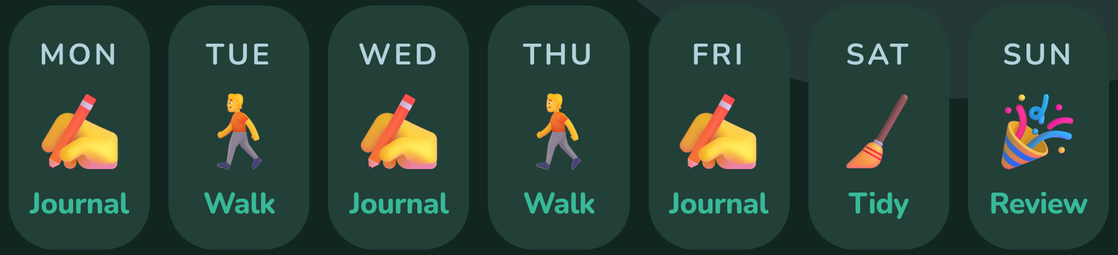
- ✓ Make each chunk something you can finish in one sitting.
- ✓ Always know your very next step.



MOVE 5 · KEEP IT ROLLING

A 7-day routine

Choose one small action, like 10 minutes of journaling or walking, and do it every day for a week. Showing up builds trust in yourself.



One small step, every day for a week.

TRY IT TODAY

- ✓ Same time, same place makes it easier.
- ✓ Keep it so small you can't say no.



MOVE 6 · KEEP IT ROLLING

Track tiny wins

Progress hides in small daily steps. Write down one win each day, however minor. Seeing them add up keeps you going.

DAY	TODAY'S WIN
Monday	→ Sent the email
Tuesday	→ Walked 10 min
Wednesday	→ Drafted page one

TRY IT TODAY

- ✓ Use a notebook, a calendar or a notes app.
- ✓ Share your wins with a friend each week.



WHY IT WORKS

Visible

When you can see your progress, it's easier to believe in the next step and keep showing up.



3

Fuel the fire

Refresh your mindset, your space and your circle.





MOVE 7 · FUEL THE FIRE

Reframe the dreaded task

We put off tasks we see as boring or hard. Change the frame: race the clock, or picture how good it'll feel when it's done.

> **Don't ask if you feel like doing it. Ask how good it will feel when it's done.**

TRY IT TODAY

- ✓ Turn a chore into a game: beat last week's time.
- ✓ Focus on the finish line, not the task.



MOVE 8 · FUEL THE FIRE

Refresh your space

A stale setting can keep you stuck. Clear one drawer or desk, rearrange your workspace, or work somewhere new for a change.

10 minutes

to clear one drawer or desk



Cluttered desk

Fresh start

TRY IT TODAY

- ✓ Stretch or take a short walk before you start.
- ✓ Try a new spot: a library, cafe or porch.



MOVE 9 · FUEL THE FIRE

Find your people

Spend time with people who are moving forward. Look for someone who has done what you want to do, plus support close to home.

TRY IT TODAY

- ✓ Ask one person who's been there for advice.
- ✓ Pick an accountability partner this week.



A mentor



A goal buddy



Online groups



Local friends



A mastermind



Been-there pros



YOUR PLAN

Pick two to start today

- 🔍 Name one area where you feel stuck
- ⏱️ Give an avoided task five minutes
- 🗓️ Start a 7-day mini-routine
- 🎮 Turn a chore into a race
- 🤝 Ask someone to be your goal buddy
- 🌟 Write down what progress looks like
- 🧩 Break one goal into small chunks
- ✅ Write down one win each day
- 🧹 Clear one drawer or desk



BONUS

Your 7-day momentum log

Print this page and fill it in each evening. Every small step counts.

DAY	MY SMALL STEP	DID IT? (Y/N)	MINUTES SPENT	TODAY'S WIN
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				



KEEP GOING

When you feel stuck again

- 👣 Shrink the next step until it feels almost too easy
- 🔄 Change one thing: the time, the place or the task
- 🤝 Tell a momentum maker what you're working on
- 📖 Treat a setback as information: what will you try next?

If low mood or low energy hangs around for weeks, talking to your doctor or a counselor can help.

This guide is general information, not professional advice.



YOUR NEXT STEP

Start today with one small step.

Pick the move that feels easiest, set a five-minute timer, and start before the day is out.

Choose your first move now



SOURCES

The research behind this guide

Amabile TM, Kramer SJ. The power of small wins. Harvard Business Review, May 2011.

Harkin B et al. Does monitoring goal progress promote goal attainment? A meta-analysis of the experimental evidence. Psychological Bulletin, 2016.

