FREE PRINTABLE TOOLKIT

Stuck Between Knowing and Doing

Every worksheet, checklist and quick-reference page from the book, ready to print.

Blake Tenney

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How to use these pages

These are the worksheets and checklists from *Stuck Between Knowing and Doing*. Print the ones you need, as often as you need them, and use them alongside the chapter they come from. Each sheet names its chapter at the top.

You can also fill them in on screen: the lines, boxes and tables are form fields. Use a PDF app such as Adobe Acrobat Reader (free) or Preview on a Mac, type your answers, tick the boxes and save. Some phone viewers show the fields but won't save your answers.

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These tools offer general self-help information. They are not medical, psychological or professional advice and are not a substitute for care from a qualified professional. If you're struggling, talk to a doctor or a licensed therapist.

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WORKSHEET **My Stuck List**

Write down up to eight tasks you know how to do but haven't started. For each one, note how long it has been waiting and rate how you feel about it from 0 (no big deal) to 10 (I can't even look at it). Then circle the one task you'll carry through this book.

Task I keep putting off	Waiting for how long?	Dread score	Area of life

Areas of life: email and messages / home and chores / paperwork and bills / calls and appointments / work projects / taking care of myself.

☐ I circled the task I'll carry through this book.
☐ I noticed which area of life shows up most often.
☐ I noticed which task has the highest dread score.

The area where I get stuck most: _____

The task I chose to carry with me: _____

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WORKSHEET **Shrink Cut Tracker, Days 1 to 7**

Each day, use at least one shrink cut on any stuck task. Tick the cut you used. Write the task in the last column.

Day	Touch it	Look at it	Open it	Do one	Do it rough	Task I used it on
1	☐	☐	☐	☐	☐	
2	☐	☐	☐	☐	☐	
3	☐	☐	☐	☐	☐	
4	☐	☐	☐	☐	☐	
5	☐	☐	☐	☐	☐	
6	☐	☐	☐	☐	☐	
7	☐	☐	☐	☐	☐	

The cut that worked best for me: _____

A task that moved this week: _____

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WORKSHEET **My Dread Map**

Pick three tasks from your Stuck List in Chapter 1. For each one, write the feeling at the starting line, how strong it is from 0 to 10 and the smallest step that would bring it down.

Task	Main feeling	Strength (0–10)	Smallest first step

Tick the feelings that show up most often for you:

- ☐ Bored
- ☐ Scared or worried
- ☐ Confused, not sure where to begin
- ☐ Pressure to do it perfectly
- ☐ Guilty because it has waited so long
- ☐ Overwhelmed by the size of it

After I did the smallest first step, the feeling was: _____ out of 10

What I noticed about the feeling once I started: _____

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WORKSHEET **Ramp Builder**

Use this page to build a ramp for the task you chose in Chapter 1. Copy the finished ramp onto a card and put it where the task lives.

Task (what "done" looks like): _____

Step Zero (almost too easy to skip): _____

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

The top of the ramp is step number: _____

- ☐ The task sentence is about one task (no "and").
- ☐ Step Zero takes seconds and needs no decisions.
- ☐ Step Zero passes the Silly Test.
- ☐ Steps that need a decision or information come later, not first.
- ☐ The ramp has three to six steps in all, counting Step Zero.
- ☐ The ramp card is where the task lives.

Where I'll keep my ramp card: _____

When I walked it, I got as far as step: _____

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WORKSHEET **My Message Ramp Card**

The message I owe (who and what about): _____

How long it has been waiting: _____

What kind it is (tick one or two):

- ☐ Quick yes or no
- ☐ Needs a decision
- ☐ Long overdue
- ☐ Needs information
- ☐ Emotional or awkward
- ☐ Part of a huge inbox

Step Zero: _____

Step 1: _____

Step 2: _____

Step 3: _____

Top of the ramp (always “send”): _____

- ☐ My Step Zero passes the Silly Test.
- ☐ Any decision is its own step, before the writing.
- ☐ “Send” is its own step.
- ☐ I’ve put this card where I’ll see it.

How I felt before I started (0 to 10): _____

How I felt after I sent it (0 to 10): _____

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CHECKLIST **My Home Ramp Bank**

Tick up to three ramps to try this week, and write where you'll post each one.

☐ Dishes. Posted at: _____

☐ Laundry. Posted at: _____

☐ Folding. Posted at: _____

☐ Making the bed. Posted at: _____

☐ Bathroom. Posted at: _____

☐ Floor clutter. Posted at: _____

☐ Trash and recycling. Posted at: _____

☐ Car interior. Posted at: _____

☐ Small repair. Posted at: _____

☐ Fridge. Posted at: _____

☐ My own chore: _____

My own chore's Step Zero: _____

My own chore's top of the ramp: _____

The ramp I walked this week, and how far I got: _____

Chore	Step Zero	Top of the ramp
Dishes	Turn on the hot tap	All the forks and cups are clean
Laundry	Put the detergent on top of the hamper	One load is in the machine
Folding	Dump the basket on the bed	All the socks are paired
Making the bed	Pull the top sheet straight	Pillows are on
Bathroom	Spray the sink	Sink and mirror wiped
Floor clutter	Pick up one item and hold it	One patch of floor is clear
Trash and recycling	Tie the bag closed	Bags are at the curb
Car interior	Open the passenger door	Front seats cleared
Small repair	Pick up the broken thing	Shopping list written
Fridge	Open the door and look	One shelf is clear

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WORKSHEET **My Paper Ramp Card**

The form or letter: _____

How long it's been waiting: _____

The deadline (if there is one): _____

Parts I need to find: _____

Step Zero (does it pass the Silly Test?): _____

Step 1: _____

Step 2: _____

Step 3: _____

The hard question, answered rough: _____

Top of the ramp (send, mail or submit): _____

- ☐ I found the deadline and put it in my calendar.
- ☐ I wrote my parts list.
- ☐ I did Step Zero.
- ☐ I reached the top of the ramp.

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WORKSHEET **My Call Ramp Card**

The call I need to make: _____

How long I've been putting it off: _____

The number (typed into my phone?): _____

Answers in hand (name, date of birth, account number, free times): _____

My first words: _____

My voicemail line: _____

If they offer something I don't want, I'll say: _____

What they told me (date, time or confirmation number): _____

Top of the ramp (where I wrote it down): _____

- ☐ The number is on my screen.
- ☐ My answers are on this card.
- ☐ I made the call, or left a message.
- ☐ The result is in my calendar.

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WORKSHEET **My Session Ramp Card**

The project: _____

Today's session, named small (what and how long): _____

Step Zero (starting from last time's foothold, if there is one): _____

Step 1: _____

Step 2: _____

Top of the ramp (done for today looks like): _____

The foothold I'll leave for next time: _____

When my next session is: _____

☐ I named the session, not the whole project.
☐ I did Step Zero.
☐ I reached today's top of the ramp.
☐ I left a foothold before I stopped.

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CHECKLIST **My Self-Care Ramp Bank**

Tick the ramps you'll try this week. Write your own Step Zero on the line if you'd rather use a different one.

☐ Cook a real meal. Step Zero: put a pan on the stove. My Step Zero: _____

☐ Get to bed on time. Step Zero: switch off the big light. My Step Zero: _____

☐ Move my body. Step Zero: put my shoes or bike by the front door. My Step Zero: _____

☐ Drink more water. Step Zero: fill one glass and set it on my desk. My Step Zero: _____

☐ Take a shower on a low day. Step Zero: turn on the water. My Step Zero: _____

☐ Read for fun. Step Zero: open the book to the bookmark. My Step Zero: _____

☐ Get outside. Step Zero: open the front door and stand on the step. My Step Zero: _____

☐ Pick up an old hobby. Step Zero: take it out and leave it where I'll see it. My Step Zero: _____

☐ Call a friend. Step Zero: open their contact on my phone. My Step Zero: _____

☐ Refill a prescription. Step Zero: take a photo of the label. My Step Zero: _____

The one ramp I'll walk first: _____

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WORKSHEET **My Stall Log**

Fill this in when a ramp stalls, and use the second entry if your first fix doesn't work. Print a fresh copy for each new stall, and after two weeks look for patterns.

FIRST STALL

Date: _____ Task: _____

Stuck on step: _____

Why it stalled: ☐ Too big ☐ Missing piece ☐ Strong feeling ☐ Interrupted ☐ Waiting on someone ☐ Out of time

The fix I tried: _____

Did the ramp start moving again? ☐ Yes ☐ Partly ☐ Not yet

SECOND STALL (if the first fix didn't work, try another)

Date: _____ Task: _____

Stuck on step: _____

Why it stalled: ☐ Too big ☐ Missing piece ☐ Strong feeling ☐ Interrupted ☐ Waiting on someone ☐ Out of time

The fix I tried: _____

Did it move this time? ☐ Yes ☐ Partly ☐ Not yet

The kind of stall I hit most often: _____

What I'll build into my next ramp because of it: _____

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WORKSHEET **My Weekly Ramp Swap**

Use this once a week. It should take about five minutes.

My hook for the ramp swap: When I _____

Standing ramp: _____

☐ Keep ☐ Shrink ☐ Retire

Standing ramp: _____

☐ Keep ☐ Shrink ☐ Retire

Standing ramp: _____

☐ Keep ☐ Shrink ☐ Retire

If I'm shrinking one, the step that stalled was: _____

The fix I'll try (from Chapter 11): _____

One new ramp I'll add (only if the others are running smoothly): _____

Its hook: When I _____, I take Step Zero.

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WORKSHEET **My 30-Day Ramp Tracker**

Write R if you walked a ramp to its regular top, or L if you walked a low-gear ramp. Leave the box empty on a day you didn't start.

Days	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
R or L										
Days	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**
R or L										
Days	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**
R or L										

Day 10 check-in. The ramp I walked most often: _____

Day 20 check-in. A ramp that stalled, and the fix I tried (Chapter 11): _____

Day 30 check-in. Letters this month: _____ R and _____ L.

One ramp I'll make a standing ramp (Chapter 12): _____

☐ I wrote a low-gear top on the back of at least one ramp card.
☐ I counted letters, not blanks.
☐ I kept going after at least one empty day.

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CHECKLIST **Signs It's Worth Talking to Someone**

Tick any that fit you. One tick is enough reason to make an appointment.

- ☐ For a month or more, nearly every day has felt like a low-gear day, even with small ramps.
- ☐ Stuck tasks are now causing real harm, such as trouble keeping a job, bills going unpaid or strain in close relationships.
- ☐ My mood has been flat, sad or empty on most days for two weeks or longer.
- ☐ Things I used to enjoy have stopped feeling good.
- ☐ Worry, panic or a racing mind gets in the way of ordinary tasks.
- ☐ My sleep or appetite has changed a lot, and it hasn't settled.
- ☐ I've had trouble starting, focusing or keeping track of time since I was a child, and I'd like to know why.
- ☐ I'm relying on alcohol, drugs or other habits to get through the day.
- ☐ I've had thoughts of hurting myself or of not wanting to be alive.

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WORKSHEET **My Ramp Card**

Fill in one card for each stuck task. Keep it where the task lives (Chapter 4).

The task, in one sentence of "done": _____

Step Zero (almost too easy to skip): _____

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Top of the ramp is step number: _____

Low-gear top for a hard day (write it on the back): _____

☐ Step Zero passes the Silly Test.
☐ Decisions, passwords and phone numbers come later, not first.
☐ The card is where the task lives.

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WORKSHEET **My Standing Ramp**

For a task that keeps coming back (Chapter 12).

The task: _____

My hook: When I _____, I take Step Zero.

Step Zero: _____

The steps after it, one small move each:

1. _____

2. _____

3. _____

Top of the ramp: _____

☐ The hook happens almost every time.
☐ The hook happens near the task.
☐ I'll check this ramp in my weekly ramp swap: keep, shrink, retire or add.

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CHECKLIST **My Comeback Ramp**

Use this after a few days or weeks away from your ramps (Chapter 13).

- ☐ Say it plainly: “I stopped because life got heavy. Picking ramps back up is part of using them.”
- ☐ Read through my ramp cards without making any promises.
- ☐ Pick the card with the smallest top.
- ☐ Walk it in low gear only.
- ☐ Put the other cards back. Throw none away.
- ☐ Write one letter in my 30-day tracker.

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Your Ramp Toolkit

Blank copies of the main tools in this book are on the pages just before this one. Print them as often as you like, and keep them where your stuck tasks live.

The Six Parts of a Ramp

QUICK REFERENCE **Building a Ramp at a Glance**

1. **NAME THE TASK**
   one plain sentence of done
2. **FIND STEP ZERO**
   seconds, one place, no decisions
3. **LINE UP THE NEXT STEPS**
   two to five small steps
4. **MARK THE TOP OF THE RAMP**
   where real work begins
5. **RUN THE SILLY TEST**
   does Step Zero feel a little silly?
6. **WRITE THE RAMP CARD**
   keep it where the task lives

Every ramp in this book is built from the same six parts, from naming the task to writing the card (Chapter 4).

The Five Shrink Cuts

Shrink cut	Use it when	A typical Step Zero
Touch it	You can't face the task at all	Pick up the envelope
Look at it	You've been avoiding even thinking about it	Read the subject line, then stop
Open it	You don't know where to begin	Open the file and leave it open
Do one	The task is huge or repetitive	Wash one pot, answer one email
Do it rough	The task feels like it has to be good	Write plain bullet points nobody will see

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When a Ramp Stalls

The stall	What it looks like	The fix (Chapter 11)
Too big	You freeze at one step	Cut that step again with a shrink cut
Missing piece	You need something you don't have	Write what's missing and make finding it a ramp
Strong feeling	The step brings up grief, dread or shame	Name the feeling, shrink to Touch it, allow a stop
Interrupted	You lose your place	Leave a physical marker before you turn away
Waiting on someone	The next step belongs to another person	Make the handoff the top, then add a nudge date
Out of time	The ramp runs past your slot	Split it and write tomorrow's Step Zero now