



The Ultimate Task Tracker & Stretch Log



What is this?

This is not just a productivity tool.

It's a gentle ritual to help you *outsmart procrastination*, one tiny step at a time — without burnout, guilt, or drama.

Whether it's a work project, personal goal, or long-overdue chore, this tracker guides you through it using:

- Micro-missions (10–15 minute subtasks),
- Mood tracking (before & after each session),
- Simple stretches to revive your body and spirit,
- And sweet little dopamine rewards that trick your brain into loving progress.



How to Use It:

1. Fill in your task name, start & end date, and the deadline.
2. Break your task into short micro-missions that take no more than 15 minutes.
3. For each session:
 - Write the date and time block.
 - Describe what you'll do in that mini-session.
 - Note how you feel before and after.
 - Pick a small reward and a stretch to do once you finish.
4. Use the weekly reflection section to journal what worked, what didn't, and how to evolve your approach.



Why We Added Stretches

We often forget that our body carries our motivation.

Every micro-mission ends with a simple stretch — not just to ease physical stiffness, but because **movement sparks joy**. It gives your brain a blast of feel-good chemicals, making the act of completing a task feel **even more satisfying**.

Stretching is your *victory dance* — small, silly, but powerful.

Why This Works:

It breaks big, scary tasks into tiny, doable pieces.

Rewards and stretches **retrain your brain** to crave productivity.

It's designed to be **non-intimidating**, low-pressure, and even fun.

Who is this for?

- Chronic procrastinators
- Dreamers with half-finished plans
- Students, creatives, professionals
- Anyone who says “I’ll do it tomorrow”... a lot

Bonus Tip:

Print it. Leave it on your desk. Let it become a **ritual you look forward to**, not a chore you avoid.

TRACKER

Task Information

Task Name:	
Start Date:	
End Date:	
Deadline:	

Micro-Mission Log

Date	Time Block	Micro-Mission	Mood Before	Mood After	Reward	Stretch



Weekly Reflection

Week	What Went Well	What Felt Heavy	Rewards I Loved	Plan for Next Week

Dopamine Reward Ideas (pick one after each session)

-  A piece of chocolate
-  Listen to 1 fav song
-  Masala chai / coffee break
-  Cold drink / smoothie
-  5-minute eyes-closed rest
-  Watch 1 reel guilt-free
-  Read 1 page of fiction
-  Voice note a friend
-  Doodle for 2 minutes
-  Just do nothing. Celebrate that.

Simple Stretch After Each Micro-Mission

1. Neck Rolls – clockwise + anticlockwise, 5 reps
2. Shoulder Rolls – forward and back, 10 reps
3. Wrist Shakeout – shake wrists gently for 30 secs
4. Seated Twist – twist left and right, hold for 10 secs
5. Arm Circles – 10 reps in both directions
6. Forward Fold – stand up, bend forward, let arms hang
7. Wall Stretch – palms on wall, push chest gently down
8. Toe Touch (Standing or Seated) – hold for 15 seconds
9. Ankle Rolls – 5 reps each direction, both feet
10. Reach and Stretch – arms overhead, stretch side to side