

STOP PROCRASTINATING

and finish your project in 3 easy steps

STEP 1: PREPARATION

Find your reasons for procrastinating

Think about your project and start writing down your feelings and problems about it. Check what makes you resistant. Be as specific as possible. Then **highlight the top 3 reasons** that prevented you making progress on your task this week.

My problems with this project

- I don't like it because _____
- I'm worried that _____
- This project is _____
- I need to find a solution for _____
- _____
- _____
- _____

Find your reasons for acting now

Okay, here comes the other side. I want you to imagine that you have finished your project yesterday and all went well. Hooray! You are done, you can move on, that heavy weight is off your back.

How do you feel? What are the benefits you got because you have finished your project? Write them down.

The benefits of finishing this project (and on time!)

- _____

- _____
- _____
- _____
- _____
- _____

Now highlight the 3 most important benefits and keep them in mind.

STEP 2: ACTION

Write a goal for this project

I want you to write a goal that is specific, measurable, realistic, motivating and has a deadline. You can use this goal formula or create your own:

I will [do this] that is/has [these features and quality] by [deadline] because I want [these benefits].

My goal

Figure out your action steps

Now go back to step 1 and revise your problems. See if any other came to your mind and write those down, too. Number your obstacles.

Now for every single obstacle, write down what you will do to resolve them. Action steps, baby.

Obstacle 1:

Action steps for Obstacle 1:

Obstacle 2:

Action steps for Obstacle 2:

Obstacle 3:

Action steps for Obstacle 3:

Obstacle 4:

Action steps for Obstacle 4:

For example, if your obstacle was that you have no clue how to do a specific task in your project, figure out how to learn it. Who can help? YouTube, a co-worker, a book, your teenager? Your action step is that you set a date when you get access to your helper and do the learning.

You need to keep writing action steps until you are confident that you dealt with all your obstacles and ready to start working. You can do it!

STEP 3: KEEP YOURSELF ACCOUNTABLE

The last step is to pair up with someone. Get hold of a good friend, family member, supportive co-worker or a life coach, and let him/her know about your goal and action steps. Come to an agreement that you will keep them posted on your progress. Be specific! Decide together how often and what way you will report to them, i.e. by email, on every Friday until the project is done.