

CONQUER PROCRASTINATION



FOLLOW-ALONG GUIDE

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What is PROCRASTINATION?

"A needless voluntary delay that has a negative impact on our lives."

~Dr. Tim Pychyl

What it's not...

Who procrastinates?



What is the **impact** of procrastination?



MODULE 1 ASSIGNMENTS:

Take the test!

Click here to [find out how much you procrastinate!](#)

When you complete this test, you'll have the option to take a free, more in-depth version of the test, with 77 questions.



Make a list!

List all the tasks, big and small, that you often procrastinate on. Add them to the next page.

Revisit your calendar over the last few weeks to notice the tasks that you planned to get done and didn't, the ones that kept sliding from one day to the next, one week to the next.



The tasks I procrastinate on...

Why do we PROCRASTINATE?

3 excuses:

1.

2.

3.

8 feelings:

1.

2.

3.

4.

5.

6.

MODULE 2 ASSIGNMENT:

Sort each task you procrastinate on based on the feeling you're having.



Look at all the tasks you listed in module 1 and get clear on the feeling(s) that might be coming up when you avoid each of these tasks. Make a note of these feelings next to each of the tasks on page 6 of this guide.

Tactics to conquer procrastination



→ Let it go

 Outsource it

 Make it fun



Add a reward



Automate it

→ Make it "good enough"

→ Find your WHY

 **Talk back**

 **Act AS IF**



Break it down



Choose the right
task first

 **Start small**

 **Take a break**

 **Manage your energy**

 **Remove distractions**

 Choose a fresh start

 Get help



Add accountability



Menu of tactics to conquer procrastination:

- ✓ Let it go
- ✓ Outsource it
- ✓ Make it fun
- ✓ Add a reward
- ✓ Automate it
- ✓ Make it "good enough"
- ✓ Find your why
- ✓ Talk back
- ✓ Act as if
- ✓ Break it down
- ✓ Choose the right task first
- ✓ Start small
- ✓ Take a break
- ✓ Manage your energy
- ✓ Remove distractions
- ✓ Choose a fresh start
- ✓ Get help
- ✓ Add accountability

MODULE 3 ASSIGNMENT:

Tackle your procrastination tasks using one or more tactics from the menu.



For each task you listed on page 6 of this guide, review the menu of tactics on page 19 and choose one or more to try in order to stop procrastinating on that task. What's the best match for you, for how you're feeling, and for that task? Make a plan using the worksheet on page 21. Then put your plan into practice. And if your plan is not working, make another.

Remember: Progress, not perfection!

PROCRASTINATION PLAN WORKSHEET

Task I procrastinate on:

Feeling behind my procrastination on this task:

Tactic(s) I want to try in order to stop procrastinating on this task:

Plan of attack -- First step I'll take:

RESOURCES

Quiz:

[Free Procrastination Test](#)

Books:

[Eat That Frog!](#) by Brian Tracy

[Solving the Procrastination Puzzle](#) by Timothy Pynchl

[The Now Habit](#) by Neil Fiore

[The Procrastination Equation](#) by Piers Steel

TED Talk:

["Inside the Mind of a Master Procrastinator"](#) by Tim Urban (hilarious!)

Tools:

Alarm clocks that will get you up: [Clocky](#) or [SnuzNLuz](#)

[Stickk](#) or [BeeMinder](#) for goal commitment

Track/limit your screen usage with [Quality Time](#), [Rescue Time](#), [Freedom](#), [ZenScreen](#)

Clean up your email inbox with [Unroll.me](#) or [Unsubscriber](#)



Check out the FREE courses and videos in my YouTube channel and be sure to subscribe so you're notified when new FREE courses are made available.

[Go to YouTube](#) and click the subscribe button.

Here's to conquering procrastination and getting into action!

Hugs,

Helene