



# Procrastination

Try this exercise to overcome this frequent issue

Think of something you have been procrastinating about (or a recent issue). Identify the underlying reason why.

What is it? \_\_\_\_\_

1. **Feeling forced into doing it.** (Don't know why you're doing it).
2. **Feeling overwhelmed by the size of it.** (Don't know where to start).
3. **Feeling afraid of it.** (What happens if this doesn't go well).
4. Another reason. \_\_\_\_\_

Why is this thing worth doing? What will success look like? Why are you doing it? What will make you say this was worthwhile?

Hint: if what you write here doesn't motivate you, try to go deeper (or maybe ask "should we be doing it at all in the first place?"). If it is a team project, everybody needs to have their own version of the above.

Feeling "forced"

Brainstorm some actions (don't worry about the order). Now highlight THE next action that will help move this thing along?

- |   |    |
|---|----|
| 1 | 6  |
| 2 | 7  |
| 3 | 8  |
| 4 | 9  |
| 5 | 10 |

Remember: Eat the big frog first. What large frog could you eat today? \_\_\_\_\_

Also try the "Pomodoro Technique"

Feeling "overwhelmed"

Answer these questions to help overcome fear of failure, lack of confidence or skills.

What's the worst that could happen?

What would I do if the worst really did happen?

What could I do to ease the pain of this thing happening, and still get as much happiness as possible?

What alternatives are there?

Is there anything I can do to reduce the possibilities of the worst case from happening?

What can I do to increase the chances of gaining success?

Recommended reading: "The Now Habit" by Dr. Neil Fiore; "The War of Art" by Steven Pressfield

Feeling "afraid"