

CONQUER PROCRASTINATION



FOLLOW-ALONG GUIDE

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What is PROCRASTINATION?

What it's not...

Examples of procrastination:

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.



Take the list of tasks you often procrastinate on, the ones you identified in module 1 and added to page 6 of this guide.

For each task, ask yourself: What am I feeling around this task? (Refer back to the feelings you wrote down on page 7 for ideas.)

Jot down the top feeling you're having when you're procrastinating on that particular task, next to that task on page 6. Make sure it's not an excuse!

*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 worksheets on the next pages. 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:

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THANK YOU

NEED SUPPORT?

Sign up for a 1-on-1 coaching session with me, available to you at a discounted price. Go to this course's home page to schedule.

GET YOUR FREE GIFT!

I'd love your feedback on this course! Please complete the survey in the final module and receive your Certificate of Completion (and a thank you gift from me!).



WANT TO CONTINUE ON YOUR PERSONAL GROWTH JOURNEY?

Check out the many courses available to you now (more coming soon) in our Courses Portal, and support charitable causes while you're at it!

Go to MyTurnToThrive.com.

Thank you!

Here's to conquering
procrastination and getting
into action!

Helene



RESOURCES

Quiz:

[Free Procrastination Test](#)

Books:

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

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

[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](#)