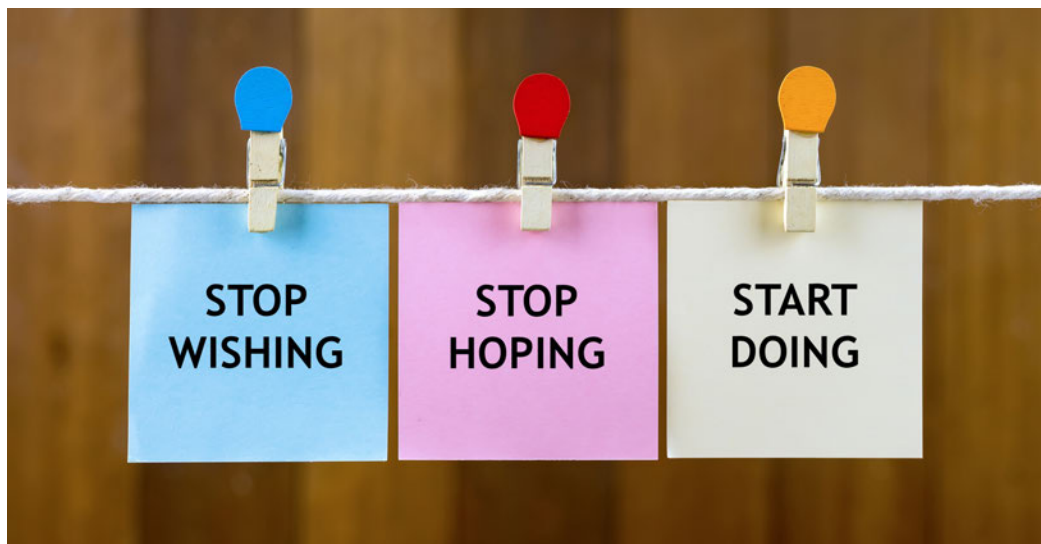


A SOUL PROPRIETOR E LEARNING GUIDE

# CALENDAR

## Easy Procrastination Busters Revealed



Shared By  
**MARTY MARSH**  
Soul Proprietor  
[www.martymarsh.com](http://www.martymarsh.com)

WEEK 1

MONDAY

**Congratulations!** You're here to face your procrastination and become accountable for it (even if "accountability" is not your favorite word.)

At the end of this month you will have broken through bad procrastination habits that have been plaguing you — perhaps for a lifetime.

The big reward will be the reinforcement of small and large successes, resulting in increases in confidence and clarity.

**Stick to your plan for one month,** and you will re-energize your business and perhaps your life!

1. If you haven't already done so, **fill out the worksheet** that you will have received with this calendar. You can fill out portions or all of it, with this particular project — work through it at the pace that fits with your unique problems — but do make sure you follow the steps suggested here every single day.

Today it's time for self-assessment. Write down:

- Ways you procrastinate
- What you think the causes are
- What you feel you need to do, as your best solution in each case

(Remember to use your worksheet to help you determine this.)

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

TUESDAY

1. Go over your list from yesterday. Thinking of each procrastination behavior, determine whether or not **negative self-messages** affect this behavior.

Identify these messages. Write them down. (Use or refer to your worksheet.)

2. Brainstorm **positive but realistic messages** you can replace each negative one with. (You can have a coach or an accountability buddy or even a trusted friend/family member to help you with creating the new messages, if you wish.)

Write the new messages down.

(Use or refer to your worksheet.)

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

## Calendar — Easy Procrastination Busters Revealed

### WEEK 1

#### WEDNESDAY

1. Make or go through your list of all tasks you have to do in a typical day (refer to your worksheet).
2. Determine how many you can and should outsource.
3. Set an outsourcing budget.
4. Prioritize these outsourcing tasks.
5. Research the right people to outsource them to.
  - Ask your peers for recommendations.
  - Try out contractors on Fiverr (single short task only, till you see how reliable they are). Expect to pay more, if you plan to use them regularly.
  - Search networks like VANetworking.com.
  - Check prices, packages, recommendations.

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

#### THURSDAY

1. Continue to research outsource contractors for tasks you want to stop doing yourself. Set up interviews via Skype or phone.

Educate yourself on how to manage VAs. Be aware you can purchase packages of time. Have questions ready so that you and your potential VA can determine which package you need.

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

#### FRIDAY

1. Take a look back at your week. What do you still have to do?

Take care of it now!

2. Speak to VAs you selected over the last two days.

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

#### NOTES FOR WEEK 1

---

---

---

WEEK 2

MONDAY

1. **Determine** your accountability solution. (Use your worksheet.)

**Set it up!**

**Join** that group, find that partner or install — and use — that app.

2. **Decide** what steps can be taken the day before to set you up for success the next day (personal accountability).

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

TUESDAY

1. **Revisit** your “To Do” list. Complete the parts of the worksheet that relate to it.

2. **Create** your ideal “To Do” list.

**START USING IT.** Fill it out the night before.

3. **Decide** what organization and scheduling tools work best for you:

- Productivity apps
- Time-tracking apps
- Scheduling apps
- Calendars
- Online
- Offline (hard copy)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. **Install or purchase** at least one of these organization and scheduling tools.

5. **Check in** with your accountability group/app/partner

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

WEEK 2

WEDNESDAY

1. **Install** any other apps or services you need.
  2. **Purchase** any other apps or services you need.
  3. Take the time to learn how to use them.
- Set them up** to your preferences!
4. **Write** your “To Do” list for tomorrow
  5. **Update** your schedule/calendars for tomorrow
  6. **Check in** with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

THURSDAY

1. Time to work on those “sticking points”. Use or refer to your worksheet to determine them: Then brainstorm a solution. Set the solution up.

**Start using it!**

2. Make sure your apps are programmed and any tasks filled in on your calendars

**USE THEM!**

3. Prepare work for any VAs you have hired
4. Write your “To Do” list for tomorrow
5. **Update** your schedule/calendars for tomorrow
6. **Check in** with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_



## Calendar — Easy Procrastination Busters Revealed

### WEEK 3

#### MONDAY

1. Refer to your worksheet.
2. What rewards have you already built in to your daily routine?
  - Are they working?
  - What new rewards could you add?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Write** your “To Do” list for tomorrow
4. **Update** your schedule/calendars for tomorrow
5. **Check in** with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

#### TUESDAY

1. Choose a tracking app or method.
2. Install it.
3. Start using it!
4. Write your “To Do” list for tomorrow
5. Update your schedule/calendars for tomorrow
6. Check in with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

WEEK 3

WEDNESDAY

1. Time to re-organize and de-clutter!
  - Clear off and clean your desk
  - Only put back:
    - Items you actually use and need
    - Items that inspire you
2. **Decide** what to do with the items you did not put back on your desk:
  - Discard them
  - Donate them
  - Move them to another location
  - Give them away
3. **Write** your “To Do” list for tomorrow
4. **Update** your schedule/calendars for tomorrow
5. **Check in** with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

THURSDAY

1. Go through your home office. De-clutter it, the way you did your desk.
2. **Decide** what stays, goes; and where it goes to
3. **Write** your “To Do” list for tomorrow
4. **Update** your schedule/calendars for tomorrow
5. **Check in** with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_



## Calendar — Easy Procrastination Busters Revealed

### WEEK 4

#### MONDAY

1. Go over your results so far. Determine:
2. What habits you are in the process of changing/have successfully changed
3. How well each new technique or resource is working
4. What needs to be:
  - Changed
  - Tweaked
  - Discarded
  - Added
5. **Write** your “To Do” list for tomorrow
6. **Update** your schedule/calendars for tomorrow
7. **Check in** with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

#### TUESDAY

1. Make sure all changes determined yesterday have been made
2. **Write** your “To Do” list for tomorrow
3. **Update** your schedule/calendars for tomorrow
4. **Check in** with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

## Calendar — Easy Procrastination Busters Revealed

### WEEK 4

#### WEDNESDAY

1. **Write** your “To Do” list for tomorrow
2. **Update** your schedule/calendars for tomorrow
3. **Check in** with your accountability partner/group/app

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

#### THURSDAY

1. **Write** your “To Do” list for tomorrow
2. **Update** your schedule/calendars for tomorrow
3. **Check in** with your accountability partner/group/app
4. **Check** your tracking app or system. Note changes to be made for next week

**Take care of ONE BIG PRIORITY today — no matter what!**

\_\_\_\_\_

