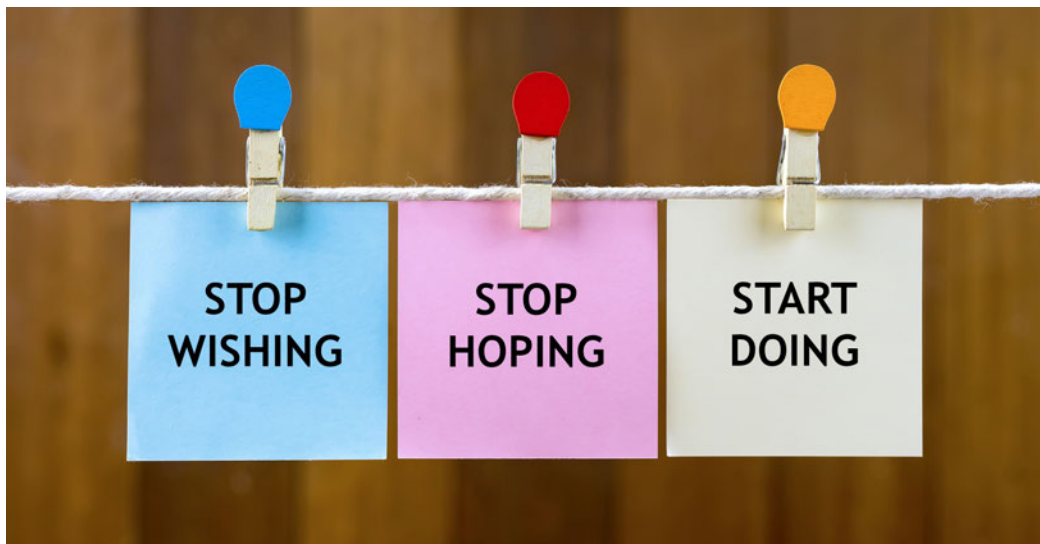


A SOUL PROPRIETOR E LEARNING GUIDE

# CHECKLIST

## Easy Procrastination Busters Revealed



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## Checklist — Easy Procrastination Busters Revealed

- I have examined and identified my:**
  - Most common reasons for procrastination
  - Most common ways I procrastinate
  - When I procrastinate
  - Other \_\_\_\_\_
- I understand that procrastination involves changing habits and re-programming neural pathways**
- I am using the “sticky note” method to re-train my neural pathways, using them as prompts for changing habits**
- I am color-coding my sticky note reminders in order of priorities**
- I have identified tasks I habitually procrastinated that can be outsourced:**
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- I have identified my unique Accountability tactic:**
  - An Accountability partner or mentor
  - An Accountability Group
  - A buddy
  - A tracking program or app
  - Other \_\_\_\_\_
- I am helping myself to be accountable to myself, too, with strategies such as:**
  - Reminders
  - Prompts
  - Night-before preparation
  - Getting the right tools together
  - Other \_\_\_\_\_
- I have considered using a simplified “To Do” list**
- I am focusing on tackling my biggest procrastination point—and only that—before adding more tasks to my “To Do” list**
- I have found the perfect app or paper system for creating a “To Do” list I will actually enjoy using**
- I understand the Zeigarnik effect and how it feeds procrastination**
- I am learning to identify my procrastination points:**
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- I am looking for ways to make it easy and rewarding to replace procrastination habits**
- I am building rewards into my daily tasks—especially those ones I tend to procrastinate over**
- I am learning to identify “cascade failures” caused by small procrastinations—and their negative consequences**
- I have created or re-vamped my work space and personal environment by:**
  - Removing desk clutter
  - Re-organizing and/or decluttering my office/work area
  - Re-arranging anything that is obstructing flow or causing my environment not to function pleasantly
  - Adding something that feels like a reward (e.g. a vase of fresh flowers weekly)
  - Other \_\_\_\_\_
- I am starting to build new neural pathways to good habits and overcome procrastination by taking that first step now!**