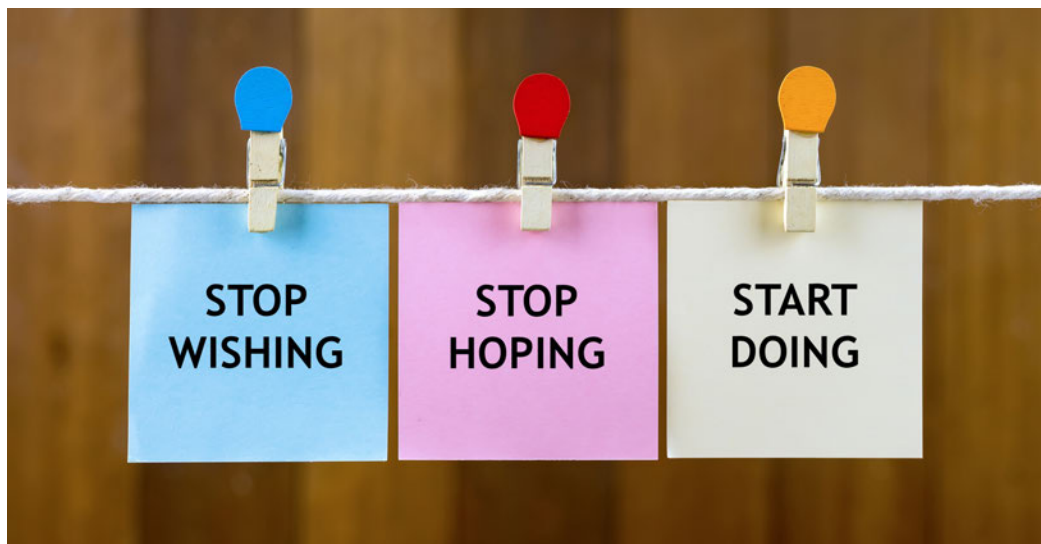


A SOUL PROPRIETOR E LEARNING GUIDE

WORKSHEET

Easy Procrastination Busters Revealed



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Worksheet — Easy Procrastination Busters Revealed

Isolate, identify and define your procrastination points, habits and tendencies, as well as plan strategies to bust them, by using this worksheet.

Steps to take

Actions

1. Assess your most common reasons for procrastinating:

- Perfectionism
- I am afraid of failing
- I am afraid of success
- The task is unpleasant
- The task is too difficult
- I lack confidence
- I secretly resent having to do this task. Procrastination is my consolation prize or “reward”
- I can't see either immediate rewards or long-term goals
- I have impulse-control problems
- I am unwell or have low physical and mental energy from some other reasons
- I have too much to do: I feel unfocused or confused

Action

- Write down what you can do to overcome each reason you checked off:

Worksheet — Easy Procrastination Busters Revealed

2. What negative self-messages do I give myself when procrastination has been part of my day?

- “I blew it again”
- “I’m never going to _____”
- “All I know how to do is waste time”
- “I can’t do it. I just can’t do it.”
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Action

- Write out a new, realistic and positive self-message. When you catch yourself saying the old “message” as a result of procrastinating, tell yourself: “I don’t accept that” and replace it with your new message.**

Worksheet — Easy Procrastination Busters Revealed

3. Make a lists of tasks that you commonly procrastinate over and that you now feel you can and should outsource.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

4. Does “accountability” work for you? If not, determine what the problem or sticking point is.

Brainstorm different accountability solutions until you find one that resonates with you.

- Accountability partner
- Accountability coach
- Accountability group
- App-enforced accountability
- Other _____

5. What are you doing to be more accountable to yourself?

6. Revisit the “To Do” list tactic. Does it work for you? Let’s brainstorm the process and see if we can adjust it.

Create a “To Do” list of all the things that you feel you have to do in an average day.

Don’t hold back—list everything!

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7. Go through the “To Do” list you just created.

- Using one color of highlighter, cross out everything you can just drop completely
- Using a different-colored highlighter, cross out everything you can delegate or outsource
- Out of the remain tasks, pick your absolute top 1-3 priorities
- For best effect, make sure it is your “big procrastination point”

8. Find your “sticking point”—the moment when you bail out on a task and go procrastinate. Do your best to identify the exact trigger. Is it:

- A thought?
- A feeling?
- A negative self-message?
- The realization that

Write your answer in the right hand column: Then brainstorm possible solutions to get you past that sticking point in future.

My To-Do List:

- _____
- _____
- _____

My sticking point is:

Possible Solutions:

Worksheet — Easy Procrastination Busters Revealed

9. What rewards can I add to my daily routine?

- _____
- _____
- _____
- _____
- _____
- _____
- _____

10. What big ultimate reward would make me excited enough to work towards?

11. Reorganize your workspace!

- Remove any clutter
- Donate give away or discard anything that no longer serves a purpose
- Make sure nothing in your work environment is:
 - Depressing
 - Distracting
- Make sure you place at least one symbol of success or inspiring object in your field of vision (or on your desk!)

12. Determine what planning or organization tools and resources you need:

- Schedulers
- Timers
- Time trackers
- Calendars
- Blogging aids
- Templates
- Virtual assistant
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