

Overcome Procrastination

~Worksheet & Checklist~

Brought to you by: Lisa M Cope

7 Ways to Overcome Procrastination

3. Make a list 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?

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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 must 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:

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

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

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

- _____

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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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- 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 retrain 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:

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- 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:

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- 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!

**Kick procrastinations butt....
You Can Do IT!**

I hope that you can put this printable worksheet and checklist to good use. Please feel free to contact me if you have any questions about using it.

You can reach me at:

<http://lisamcope.com/help>

Wishing you much success,

Lisa M Cope

<http://lisamcope.com>