

7-STEP PLAN TO BEAT PROCRASTINATION

1. Recognize procrastination
 - identify favorite procrastination tactics
2. Break inertia
 - start a small task first; then pace yourself
3. Divide project into small, manageable pieces
 - take one step at a time; don't worry about ultimate goal
4. Set reachable sub-goals, e.g.,
 - drink 1 less soda/day
 - mow only front yard today
 - gain sense of accomplishment by reaching sub-goal
5. Don't sabotage yourself
 - set up environment with few distractions
 - choose your high-energy time of day
6. Reward non-procrastinating behavior
 - make a dent; reward self
7. Enjoy your freedom
 - complete unpleasant task, focus on feeling relieved & no more self-nagging

