

---

# — INSIDE THE HUDDLE —

---

JENNIFER A. GARRETT

# TACKLING PROCRASTINATION

*Procrastination is a thief of time. Once your time is spent, you can never get it back. The most effective way to accomplish what you want in life is to get uncomfortable, take the first step, get out there and do it.*



## Summary

Procrastination is a trap that most of us fall into at some point in our lives. The following nine strategies, when practiced consistently, will help you to increase your productivity, improve your clarity, and help you get more done in your life while worrying less. It's time to move the ball, live fully, and focus on your mission.

Finish the sentence completion exercise on the following pages to turn these tips into habits that will help you to tackle procrastination!

## Nine Ways to Tackle Procrastination

1. **Forgive Yourself.** Stop beating yourself up about the past. There's no reason to think about why you didn't start sooner. Now just spend all of your time and energy on moving forward and getting this project done.
2. **Focus On The "Why".** Remind yourself why you are doing this activity in the first place. If you stay connected to your purpose, that will keep you focused and driven to take action and get across the goal line.
3. **Plan It Out.** You're more likely to do something if you have already prepared and stepped through it. Plan your day the night before to get a head start. Knowing your next steps helps to eliminate anxiety and procrastination.
4. **Visualize The Process.** Visualize yourself through each step of the process as it will also help you generate excitement for what you are doing, increasing the likelihood that you'll complete it.
5. **Break It Down.** By breaking down your project into smaller chunks, it will make things seem more manageable and you'll be ready to take on the smaller pieces.
6. **Drop The Perfectionism.** Do not focus on things needing to be perfect, focus on improvement. Get out there, start taking action, and improve along the way.
7. **Optimize Your Environment.** Your environment can help or hinder your productivity. Beware, especially of technology. Turn off notifications to reduce distractions and keep you focused.
8. **Socialize Your Plan.** Socialize your agenda with other people by sharing your goals and timeline for completion. If you speak it, then it becomes more real.
9. **Reward Good Behavior.** It's important to recognize and celebrate your progress along the way. This will give you energy and momentum to keep going.

---

# TACKLING PROCRASTINATION WORKSHEET

---

*Follow the prompts and complete the sentences provided below and on the following pages. Remember that there are no right answers. Simply take this as an opportunity for you to think and write about what you really want to work on. This activity can be really powerful for you, especially if you actually write out the answers. Just reading these phrases and prompts has little effect and limited value for you. Profound insights and ideas will arise when you put the pen to paper ... So get to writing and let's move the ball.*

*The project or activity that I am embarking on can be described as ...*

.....

.....

.....

.....

.....

*If I ever get frustrated or discouraged because I didn't start this project sooner, this is what I will say to remind myself that I'm letting that go, I'm moving on, and I am now making this project a priority ...*

.....

.....

.....

.....

.....

*The reason this project is important to me is (focus on the why) ...*

.....

.....

.....

.....

*I will remind myself to plan things out each week for this project by setting up these reminders or systems ...*

.....

.....

.....

.....

.....

*When I complete this project, it will feel like this.....*

.....

.....

.....

.....

.....

*I can break this project down into the following smaller, more manageable pieces or milestones ...*

.....

.....

.....

.....

*An obstacle or challenge that could arise while I am working on this project is... and the way I would handle overcoming that is by ...*

.....

.....

.....

.....

.....

*I will do the following three things to minimize distractions during the times that I am working on this project...*

.....

.....

.....

.....

.....

*I will share my agenda or goal for this project with the following people (at least three) ...*

.....

.....

.....

.....

*To stay motivated and keep my momentum going, I will reward myself in the following ways for practicing good behaviors and finishing each of the milestones I have set for this project ...*

.....

.....

.....

.....

.....

*When I finish this project, in addition to giving myself a huge pat on the back and having a big smile on my face, this is how I will celebrate ...*

.....

.....

.....

.....

.....

