



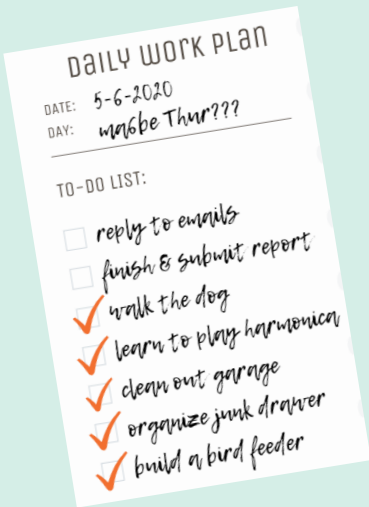
NOW

LATER

S.T.O.P. Procrastination

**5 Simple Steps
to move you from
STUCK to DONE**





It's amazing what you can get done in a day.

Especially when you are putting off what you **REALLY** need to accomplish!

Sometimes the distractions are endless and so is your to-do list.

With this **simple 5 step plan** you will learn the **REAL reasons** you procrastinate and free yourself from the lure of later.

1

Identify

Everyone gets stuck sometimes. But if you consistently find yourself dreading a certain task or putting off really important work, it's time to figure out some solutions.

Take a few minutes to jot down some of the tasks you are currently avoiding, dreading, or putting off.

2

S.T.O.P.

Pick **one** task you identified in Step 1: _____
Imagine yourself seeing that task on your to-do list. Feel that pit in your stomach? What makes this task hard? Use the tool below to brainstorm your barriers to productivity. Circle the number that represents how you think or feel about this task.

S.T.O.P. Self-Test for Optimal Productivity

simple	1 2 3 4 5 6 7 8 9 10	complex
quick	1 2 3 4 5 6 7 8 9 10	time consuming
know what to do	1 2 3 4 5 6 7 8 9 10	need more information
easy	1 2 3 4 5 6 7 8 9 10	difficult
independent task	1 2 3 4 5 6 7 8 9 10	requires other people
interesting	1 2 3 4 5 6 7 8 9 10	boring
important to me	1 2 3 4 5 6 7 8 9 10	not important to me
important to others	1 2 3 4 5 6 7 8 9 10	not important to others
urgent	1 2 3 4 5 6 7 8 9 10	not urgent
my main focus	1 2 3 4 5 6 7 8 9 10	many other distractions
know I'll do a good job	1 2 3 4 5 6 7 8 9 10	doubt I'll do a good job

3

Reflect

The barrier I want to break through:

From the rating scale in Step 2, find your three highest-scoring barriers.

Choose **ONE barrier** you are willing to break through.

Answer the questions to help you identify strategies you have used in the past or are willing to try out now.

Which of my personal strengths could help me break through this barrier?




When is a time in the past I have succeeded in overcoming a similar barrier?

What strategy did I use to succeed in overcoming a similar barrier? How did I make it easier?

4

Create

Using the strengths and strategies you discovered in Step 3, create some hacks you can apply to your current task. Adapt what you have used in the past to help you in the present. Do you need support such as an alarm, visual reminder, or accountability to help you follow-through? Create your plan below.

strategy to try	support I need
	
	
	

5

You are now ready to
GET IT DONE!

Imagine yourself in the very near future, finished with this task that has been nagging at you. Imagine the great feeling you have finally marking it off your to-do list!

Complete the commitment statement to move forward and accomplish your goal.

Commit

To eliminate stress and put a S.T.O.P. to procrastination, I commit to get started on this task

by using this strategy

and utilizing these supports

I agree to

- Give myself credit for small steps.
- Reward myself when I succeed
- Continue, one task at a time, to

S.T.O.P.
PROCRASTINATION!