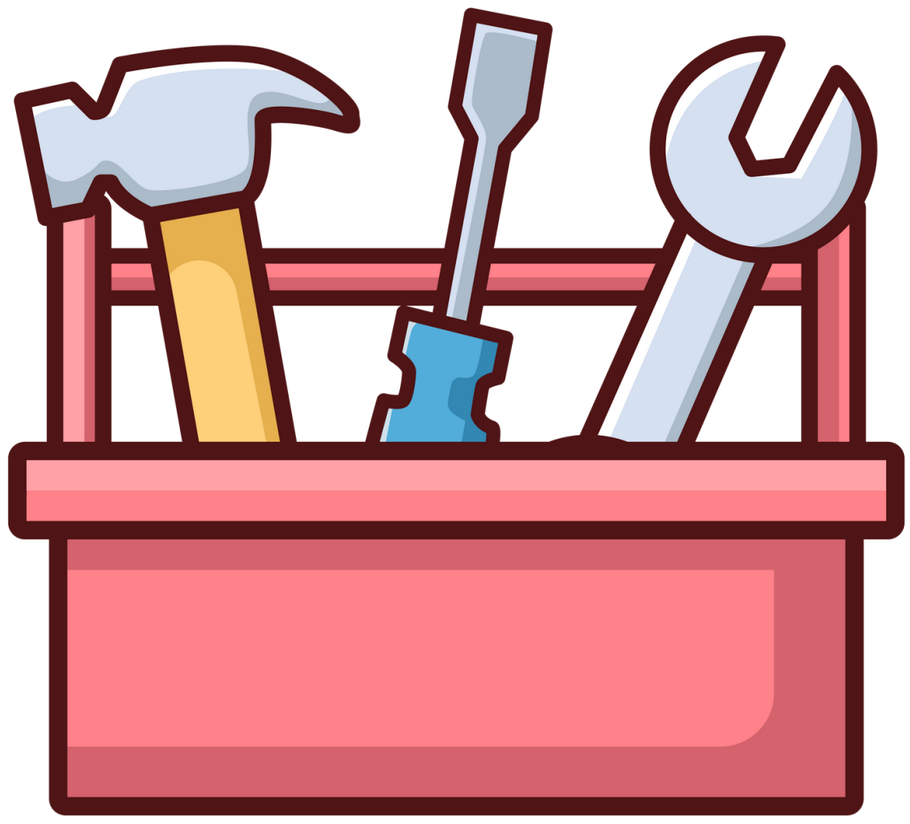
ANTI-PROCRASTINATION TOOLKIT

Fun, procrastination-busting resources to help you get your ninja focus on!



connections in mind

PROCRASTINATION REFLECTION

Take your best guess and rank the following reasons for why you procrastinate from 1 to 5 starting with “1” being the biggest reason.

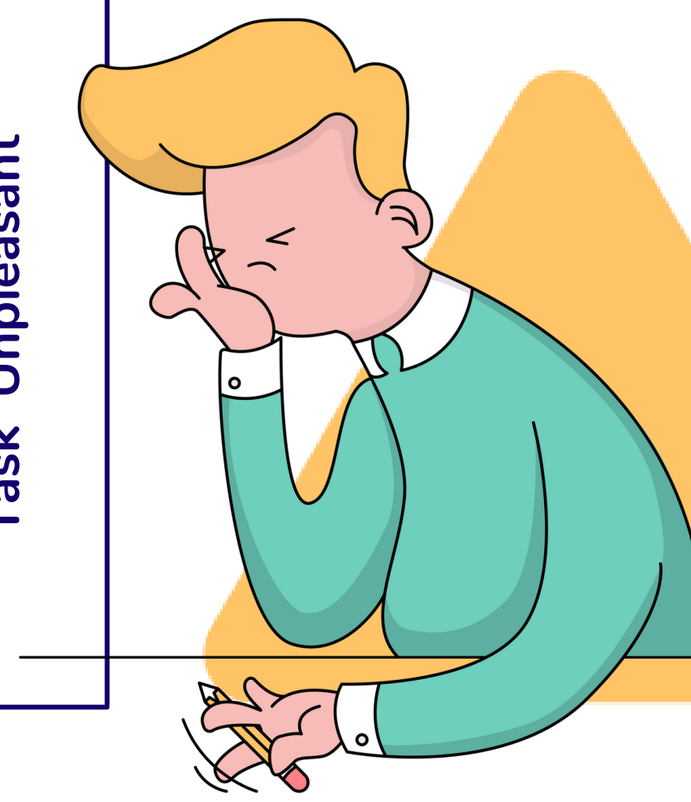
Reason	Rank
Feeling Overwhelmed – A feeling that there is too much that needs to be done in order to accomplish a task, thus paralysing us from even taking the first step towards achieving it.	
Task Unpleasant – We view the task as boring or tiring or that it will make us uncomfortable in some way.	
Fear of Failing – If we take action towards reaching our goals yet fail to realise them, we fear we will be seen as a failure. We fear being rejected or made to look like a fool.	
Lacking Motivation – We find no internal motivation or benefit for doing the task, and there is no penalty for not doing it, leading us to not do it at all. The cost in terms of time and energy seem to outweigh the benefits.	
Lacking Focus – Unable to stay on task because something has come up. The ‘something else’ can be anything that distracts the person from continuing to work on a main task.	



PROCRASTINATION MATRIX

Use this matrix to connect the most popular reasons people procrastinate to the strategies that can help to overcome them.

Strategies	Reasons for Procrastinating: Fear of Failing	Lacking Motivation	Lacking Focus	Feeling Overwhelmed	Task Unpleasant
Sleep, Eat well, Exercise			✓	✓	
Make Your Own Rewards	✓	✓	✓		✓
Reframe its Importance		✓			✓
Fully Embrace Goals	✓	✓	✓		✓
Work flow state	✓		✓	✓	✓
Filling up your calendar	✓	✓	✓		
Uncover Start & End Points	✓	✓		✓	✓
Reverse calendar	✓			✓	
Look at the tiny steps	✓		✓	✓	
Vocabulary	✓			✓	✓



STOP PROCRASTINATING AND GET THINGS DONE NOW!

Procrastination Matrix Terminology

Vocabulary

Watch your choice of words when you talk about a task you need to do. The words you use will have a strong influence on your perception. “Try not. Do. Or Do Not. There is no try.” – Yoda in “Star Wars Episode V: The Empire Strikes Back”

Look at the Tiny Steps

If looking at the big picture overwhelms, break it down into smaller steps. Tackle these tiny steps one by one as individual victories. Before you know it, you will reach success. “Think: Little wins!”

Reverse Calendar

Start with the ultimate deadline, and then work backwards creating smaller deadlines leading up to the beginning of the task. Do your best to make sure these deadlines are within your control. “Many small steps are what get things done.”

Uncover Start and End Points

Once something has a beginning and an end, it’s a lot easier to start filling in the middle. Define the start and end points of your task so you know how big or small it is. The beginning is the most important part of the work.”

Filling Up Your Schedule

Reduce the time you think you have available for working on important tasks by scheduling recreational and non-work related activities. Since the time when you can work on important tasks will be limited this way, you will have a tendency to make the most of the time available. “If I have less time to do this, I’ll act.”

“WHERE, WHY, AND WHAT TO DO ABOUT MY PROCRASTINATION”

Directions:

1) Identify a task that you usually end up procrastinating around.
2) From the “Procrastination Matrix,” pick the most appropriate reason that explains why you procrastinate on this task.
3) From the “Procrastination Matrix,” choose a strategy that can help you to overcome this reason for why you are procrastinating.

The task I usually procrastinate on is:	The reason why I usually procrastinate on this task is:	The strategy that I could use to overcome this is:



CBT PROCRASTINATION WORKSHEET

Write down three main reasons for your Procrastination?

Do you have a long-term goal to achieve?

What are your major distractions? Name them

What are your motivations?

Achievements that enhanced your self-worth?

CBT PROCRASTINATION WORKSHEET

Maintain a diary to check what have you planned and what made you procrastinate.

Task	Time	Triggers



Fear Crushing worksheet

My Core Fear

Breakdown fear into manageable parts

How can/will I challenge that fear?

I repeat this affirmation when I'm facing my fear

I want to accomplish this more than I am scared of it



I will use these resources to crush my fear

Procastination Purge

What am I doing?

(Write the tasks you are procastinating/working on)



Now what am I really doing?

(Write the deeper meaning behind what you are doing)

Okay, what EXACTLY do I need to do?

List out the steps:

-
-
-
-

☐ **Did you do it? (tick the box if you did)**

PAUSE PERFECTIONISM CHEATSHEET

How to calm yourself when you feel frustrated, stressed, & self critical about a 'problem'

- **Ask yourself: How would you comfort a friend facing the same 'problem' ?**
- **How would (insert name of level-headed friend) handle this 'problem'?**
- **How would you explain why you are facing this 'problem'?**
  (E.g: " I didn't have enough sleep last night thus I can't focus on my work today, it is not because I'm incompetent)
- **Balance your critical thoughts? (E.g: Everyone has an 'off' day at times - it's normal)**
- **Set relistic goals which are flexable. Adjust & redirect your goals when needed**
- **Bonus Tip: Allow yourself to make small mistakes in your daily life**
  (E.g: Buy something not on the list shopping list when food shopping)

Your reflections:

