

STRATEGIES

TO MANAGE PROCRASTINATION

1

NOTICE THE EXCUSE

Not having enough energy
Not being in control
Not feeling good enough
Not being under enough pressure
Not enjoying the task

2

CHALLENGE THE EXCUSE

What is good about procrastinating?
What is not good about procrastinating?
What is good about doing the task?
What is not good about doing the task?

3

FOCUS FOR TWO MINUTES

Begin and give full focus to the task for two minutes
Check-in with yourself after two minutes
How are you going with the task?
Do you want to continue the task?

4

BREAK THE TASK DOWN

What exactly do you need to do to complete the task?
How can you break the task down into achievable steps?

5

MAKE DISTRACTIONS DIFFICULT

List the distractions
How can you make it difficult to engage with the distractions?

6

REWARD YOURSELF

How big should the reward be?
Is it an appropriate reward?