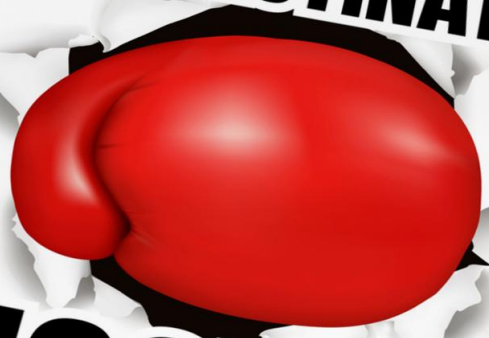


PROCRUSTINATION



KNOCKOUT

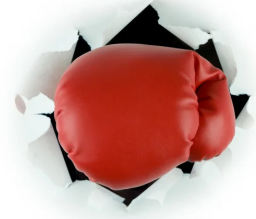
Companion Checklist & Workbook

VERA JM FRIESEN
VERAJM.COM

Chapter One Checklist:

Why People Procrastinate & How It Is Harmful to You

Figuring out why you procrastinate can take some time and deep thinking but once you know the reason you can begin making changes that will alter your life. Use this checklist to keep you on track.



Are you a Procrastinator? Do you...

- I find things to distract myself instead of doing the task.
- I put off starting or finishing tasks.
- I make excuses why I can't do a task.
- I wait until the last minute to finish a task.
- I miss deadlines.

Reasons

- I let emotions keep me from doing tasks.
- I tend to be resistant to doing tasks or projects.
- I let the environment dictate why or when I do a task.
- I let family obligations, circumstances or situations take precedence.
- You believe you inherited the procrastination gene, so you always procrastinate.
- I use fear or anxiety to procrastinate.
- I feel overwhelmed so I procrastinate.
- I am overconfident or expect perfection that keeps me from acting.
- I lack motivation and accountability. I'm indecisive or have abstract goals.
- I procrastinate because I don't like the task.
- I have low energy levels.

Harmful

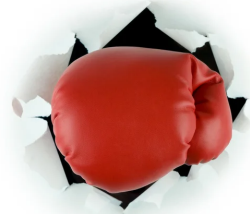
- I experience stress related problems.
- I experience a lack of self-control leading to other unhealthy habits.

- I experience a lack of a healthy social life and friends/ family avoid me.
- I underachieve and don't live up to my full potential.
- I don't have plans or make goals and I tend to drift through life.
- I lose jobs or miss out on promotions
- I'm frequently unhappy or unproductive.
- I am often self-critical and self-sabotaging.
- I feel shame, guilt, and disappointment in my life.

Chapter One Worksheet:

Why People Procrastinate & How It Is Harmful to You

Discovering why you procrastinate can take some time and deep thinking but once you know the reason you can begin making changes that will change your life. Use this worksheet to discover your procrastination habits and how they hurt you.



Are you a Procrastinator?

Do you often find things to distract yourself with keeping you from doing the dreaded task until the last minute? What keeps you from getting started and finishing tasks?

Do you use deadlines as a way to keep you focused or as something that you use to do tasks at the last minute? How?

When faced with a deadline or important task, do you approach the task with a positive attitude or one of dread and negativity? Explain.

Do you have a hard time getting started with things you don't enjoy doing? Explain.

How often do you find yourself stressed because you procrastinated and will not meet the deadline? How is the stress affecting your life? What can you do to make changes?

Reasons

Are your emotions keeping you from doing things? How do you feel when you approach an activity or task? Do you feel positive and excited or negative and resistant?

Does your environment keep you from doing things? Are family obligations, your home or work, or certain circumstances causing you to put off doing tasks?

What is causing you to procrastinate? Is it fear of failing? Are you overwhelmed by the project? Are you overconfident in your ability? Is it perfectionism or no motivation?

Is indecisiveness or having abstract goals keeping you from doing the work? Do you blame your ADHD or depression when you procrastinate? Is laziness the culprit?

Do you recognize your procrastination excuses for what they are?

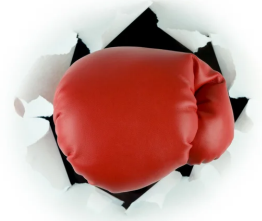
Do you suffer from stress related illnesses like high blood pressure, insomnia, obesity, and insomnia from chronic procrastination?

Does your social life and lifestyle suffer or feel strained from your constant procrastination? How? What about your success? How has it suffered?

Chapter Two Checklist:

Recognizing & Halting Procrastination Habits & Patterns

Recognizing and halting your procrastination habits and patterns is the first step in changing that behaviour. Use this checklist to stay on track.



Recognition

- I know what situations cause me to procrastinate.
- I know how I procrastinate.
- I know what's causing me to procrastinate.
- I have made excuses to procrastinate.
- I've known when I've been trying to be perfect.
- I know which tasks I tend to avoid.
- I recognize when I'm disorganized or lack direction.
- I know when I'm stuck in analysis paralysis.
- I know when I'm only doing the comfortable tasks.
- I know when I'm wasting time on useless tasks.
- I know when I put tasks off until the last minute.
- _____

Halting

- I do the task right in front of me.
- I commit to doing tasks. Writing them down in my schedule.
- I reward myself for completing jobs on time.
- I have an accountability person or app.
- I tackle tasks quickly when they arise.
- I talk positively about the task.
- I get rid of distractions.
- I do unpleasant tasks at my peak time.
- I focus on the long-term benefits of completing the task.
- I get organized using lists, schedulers, and project planners.
- I get overwhelmed by breaking projects into small chunks.
- I use apps to help me make decisions easier.
- I have positive action taking role models.

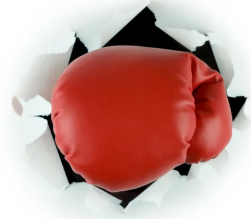
- I take courses or ask for help when I don't know how to do a task.
- I start tasks early enough to complete on time.
- I emphasize the importance of finishing even if not perfect.
- I have control over conditions causing me to procrastinate.
- I challenge myself to step out of my comfort zone when I'm afraid to do a task.
- I force myself to do something towards a task even when I don't feel like it.
- _____

Ways to Change

- I write down tasks.
- I address my feelings toward the task.
- I get rid of negative emotions toward the task.
- I use positive thoughts.
- I practice finishing a task each day.
- I forgive myself for past procrastinations.
- I realize it doesn't have to be perfect or pretty; lower your standards.
- I use positive affirmations to help you.
- I meditate or take time to focus.
- I manage your energy levels.
- I use time management techniques.
- I use productivity techniques such as time blocking.
- I break big tasks down.
- I congratulate myself on finishing each step.
- I anticipate obstacles and plan how to address them.
- I take action and fight any resistance.
- I finish the task then celebrate.
- I set up a schedule.

Chapter Two Worksheet:

Recognizing & Halting Procrastination Habits & Patterns



Realising we have habits and patterns we do that makes us procrastinate is the first step in changing them. Use this worksheet to help you see what habits and patterns you need to put a stop to.

Recognition

What are you doing when you procrastinate? What situations cause you to procrastinate? And why are you procrastinating?

What excuses are you using? How can you break the excuses and begin the tasks?

Is it perfectionism or some other fear that stalls you? How can you get over wanting it to be perfect to help you move on?

Do you lack direction, use avoidance or are paralyzed by making a decision? How can you make this easier? What steps can you take to get moving?

Halting

What steps can you take to get over what's holding you back? Are there people or apps that can help you?

Is your attitude part of the problem? How can you turn negative thoughts into positive ones that help you take action? Are there affirmations you can say daily?

Does the problem stem from your role models you had growing up? What new role models can you emulate who are action takers?

What are some ways you can change your behavior? Can you write down all your tasks? Break them into smaller blocks of time?

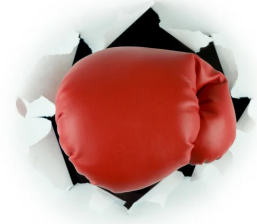
What negative feelings do you have about tasks? How can you change or get rid of them?

How can you build your willpower against procrastination? How can you reduce your resistance to specific tasks?

Chapter Three Checklist:

Becoming More Productive and Avoiding Procrastination

Being more productive keeps you from procrastinating. Use this checklist to keep you on track to avoid procrastination.



Becoming More Productive

- I made a reasonable to-do list with 3 to 5 similar tasks.
- I set small goals or steps for larger projects.
- I focus on one big goal at a time.
- I break big tasks into smaller ones.
- I track my time.
- I delegate work to others.
- I know what my peak hours are.
- I work on one task at a time.
- I decluttered and cleared away distractions.
- I fit in exercise every day.
- I work on similar tasks together, such as answering all emails.
- _____
- _____
- _____
- _____

Improve Productivity

- I break big projects into smaller tasks.
- I use the 7-minute rule to get started.
- I used cues to help me build better habits.
- I use rewards when I finish a big project.
- I ask for help when I need it.
- I work on tasks that match my mood.
- _____

- _____
- _____
- _____

Strategies

- I set reasonable daily goals.
- I schedule tasks into a daily, weekly, and monthly calendar/planner.
- I chunk work into bite-size tasks.
- I take short breaks to refresh my mind and body.
- I prioritize my tasks.
- _____
- _____
- _____

Tools

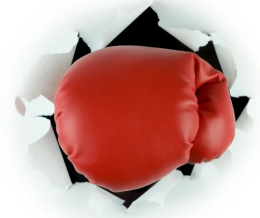
- I use a scheduler.
- I use project management tools.
- I implement time management software.
- I use calendars.
- I use journals and planners.
- I use tools for organizing and keeping notes.
- _____
- _____
- _____

Other :

- _____
- _____
- _____
- _____

Chapter Three Worksheet:

Becoming More Productive and Avoiding Procrastination



Being more productive and successful is the best way to avoid procrastination. Use this worksheet to help you identify and develop specific ways for you to be more productive.

Consider: What do you need to begin a task or project? Do you have the task scheduled and added to your to-do list? Is your to-do list small enough that you can reasonably accomplish what's on it each day? Did you include 3 to 5 top-priority tasks?

Consider: What goals have you set for your projects, tasks, or goals? What steps do you need to take for each one?

Consider: Are you trying to complete more than one big goal or project at a time? What can you do to put all of them off while you work on the highest priority one? Give some to someone else, ask for help, hire help?

Consider: Are you tracking how much time you're spending or wasting on certain tasks? Which ones? Are you working on high priority or harder tasks during your peak hours? What are your peak working hours? Note details.

Consider: What can you do to clear the clutter and chaos in your work area, your home and any where that is causing you to procrastinate? Is exercise, healthy eating and taking time to rejuvenate a part of your day?

Consider: How can you improve your productivity? Break projects into smaller tasks? Do something for seven minutes just to get started? Give yourself clues and rewards to help you begin a new habit or finish a task? Work when your mood is in sync?

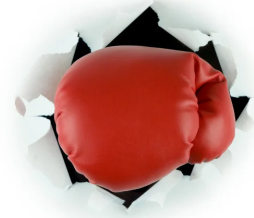
Consider: What strategies will you implement to enable you become more productive?

Consider: Are there any resources you can put into place to make productivity easier? What apps, tools or software can you use? Do you need time or project management software? Which ones? Which fits your needs: digital or paper; planners or calendars?

Chapter Four Checklist:

Making Productivity a Life-Long Habit

Making productivity a life-long habit is the best way to beat procrastination and avoid it in the long run. Use this checklist to keep you on track to be more productive.



Develop Good Habits

- Started with small habits
- Cross of day when do the habit
- Set clear intentions when and where behaviour happens
- Celebrate small progress
- Set up the right environment
- Followed a 30-day challenge to develop the habit
- _____
- _____
- _____
- _____

Systems and Automatic Processes

- Pomodoro Technique
- The Eisenhower Matrix
- 12-Week Year
- SMART Goals
- Seinfeld Strategy
- Getting Things Done Productivity System
- The 5-Second Rule
- Kanban System
- _____
- _____
- _____

Daily Routines

Morning routine

- Wake up earlier
- Make the bed
- Set the intentions for the day
- Journal and reflect on goals dreams and feelings
- Meditate
- _____
- _____
- _____
- _____

Workday routine

- Skip checking email and social media first thing
- Eat the frog/tackle the difficult stuff when energy is highest
- Schedule short breaks regularly
- Batch similar tasks
- Set limits on distracting activities
- Schedule email and instant messaging for specific times
- Implement GIT system
- _____
- _____
- _____

Evening routine

- Leave work at office
- Destress/reflect/debrief
- Alone time or mental solitude
- Do a hobby
- Prepare for the next day
- Turn off devices 30 minutes before bed
- _____
- _____
- _____

Lifestyle

Positive mindset strategies

- I use affirmations
- I use positive self-talk
- _____
- _____
- _____
- _____

Exercise regularly at least 20 minutes a day

- Walk regularly for stress release and fitness
-
- _____
- _____
- _____
- _____

Eat healthy foods

- Fruits, vegetables, lean meat, healthy fats
- Avoid processed foods
- No or low sugar

Drink water to stay hydrated

- Carry a bottle of water
- Opt for water over coffee 80% of the time
- _____
- _____
- _____

Sleep & Relax

- Sleep 7 to 9 hours each night
- Get quiet time alone
- _____
- _____
- _____

Take regular care of my health

Routine doctor visits

Dental care

Vision Care

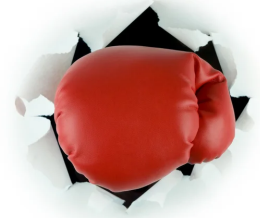
Rest my eyes often, 20 seconds every 20 minutes

My Productivity Checklist

Chapter Four Worksheet:

Making Productivity a Life-Long Habit

Making productivity a life-long habit is the best way to beat procrastination and avoid it in the long run. Use this worksheet to help you discover where you need work for building better productivity habits for life.



I want to develop these new productivity habits:

I want to enhance these existing, good productivity habits:

I want to use these systems or processes:

- | | |
|--|--|
| <input type="checkbox"/> Pomodoro | <input type="checkbox"/> 5-second Rule |
| <input type="checkbox"/> Eisenhower Matrix | <input type="checkbox"/> Kanban |
| <input type="checkbox"/> 12-Week Year | <input type="checkbox"/> _____ |
| <input type="checkbox"/> SMART Goals | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Seinfeld Strategy | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Getting Things Done | <input type="checkbox"/> _____ |

My daily routine includes these main areas/components:

I can improve these routines by:

My morning routine includes:

I can improve this routine by:

My workday routine includes:

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I can improve this routine by:

My evening routine includes:

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I can improve this routine by:

I can improve my productivity by working on these mindsets:

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I can enhance my existing good habits by implementing these strategies:

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I will develop these *new habits* to help increase my productivity:

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