

# Stop Procrastinating & Get Going Worksheet

This worksheet is designed to help you recognize why you procrastinate and how you can overcome the causes for your procrastination.

Which tasks do you struggle to start or finish?

---

---

---

---

---

---

Thinking about one task above, is it just one part of the task that you avoid? If so, what part (getting started, research, writing, folding clothes, etc.)

---

---

Thinking about doing this one part of the task, how does it make you feel (mentally and physically)? What thoughts go through your mind?

---

---

---

Considering those thoughts and feelings. What is the true cause of the procrastination?

---

---

---

Name some positive things that come from completing the task.

---

---

---

---

How can you turn those negative thoughts or feelings into something more positive?

---

---

---

What can you do differently, to avoid those unpleasant thoughts or feelings (start immediately, schedule breaks, set non-negotiables, focus on the positive, etc.)?

---

---

What else can you do to get more done each day (block schedule, fix issues causing delays, use time tracking tools, outsource/assign task to someone else, etc.)?

---

---

---

How do you spend the time you should be working on the task (watch tv, browse social media, take a nap, etc.)?

---

---

---

How can you eliminate distractions that prevent you from starting or completing your work?

---

---

---

---

If you cannot focus on a specific task, what other things could you do that's productive (instead of writing, fold clothes. Instead of dishes, research your next project, etc.)

Instead Of

I Will

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

