



Stop Procrastinating And Get it Done!

INSTRUCTIONS: Do you have a task that you're always putting off doing and never seem to complete? Well, it's time to sweep it up! Whether it's a one-off or a regular task you're avoiding, first answer the questions on page 1 below to review your motivation - and ensure it's a task that needs to be done. Then complete page 2 to find new ways to make the task more enjoyable. Let's see if we can't GET IT DONE!

STAGE 1: Answer these questions to review your motivation:

1. What is the task you want to complete?
2. How enjoyable is this task? (score out of 10) / 10
Be 100% honest with yourself and write down the FIRST number that pops into your head.
3. Sit with this score for a moment. If it's a low score on the enjoyment factor - no wonder you haven't completed it yet! And if it's a high score on the enjoyment factor, write what's getting in the way below:
.....
4. So what are the BENEFITS to YOU (specifically) of completing this task?
i. ii. iii.

And what will happen to YOU (specifically) if you DON'T complete this task?
i. ii. iii.
5. Is this task for YOU or for someone else?
6. How much do you want to have the task finished and done? (score out of 10) / 10
7. Do you really, TRULY need to do this task? Y / N (circle one)
8. DECIDE now if you're going to complete this task or not: I will complete this task Y / N (circle one)
9. If you've decided NOT to complete this task, what steps do you need to take now, eg. let someone know?
..... (Finished! Now go and relax)
10. If you DO still want to complete this task, could this task be made easier if you broke it down?
If so, break your task into the first 3 steps below:
i. ii. iii.
by when by when by when

Finally, answer the questions on the next page and use your responses to come up with new ideas and ways to make your task more enjoyable and/or fun.



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Motivate Yourself Now

STAGE 2: Consider your 5 senses for ideas to boost your motivation and enjoyment:

VISUAL – I love the sight of?

(eg. view from the top of a mountain, partner's smile, sunrise)



1.
2.
3.

AUDITORY – I love the sound of?

(eg. Mozart, jazz, cats purring, children happily playing, silence)



1.
2.
3.

KINAESTHETIC – I love the feel/feeling of?

(eg. feeling joyful, appreciated, cashmere, grass under my toes, sunshine on my skin)



1.
2.
3.

OLFACTORY – I love the smell of?

(eg. beautifully scented bath products, coffee, flowers, fresh bread, cedar, newly mown grass)



1.
2.
3.

GUSTATORY – I love the taste of?

(eg. favourite foods and drinks eg. chocolate, wine, and remember to include at least one non-food item like snow or chapstick)



1.
2.
3.

DELIGHTS – A real treat for me would be to:

(eg. go dancing, a crossword, relaxing bath, a massage, time with friends, get dressed up)



1.
2.
3.

Now get creative and **choose up to 3 things to help you get the task a) Started or b) Done!** Review your brainstorming above or pick another action entirely to **complete your task faster, more enjoyably and/or give yourself a reward.**

Action 1 _____ **Action 2** _____ **Action 3** _____

Give a score out of 10 for how likely you feel NOW that you'll complete this task? _____ / 10

If you score 8 or more, Great! You're good to go. If your score is less than 8, ask "What would secretly make the difference? What could make my score a 10?"

I am committed to completing this task by _____ Date _____ Signed _____