

Procrastination Checklist

Use this quick reference checklist to help you become more self-motivated.

Determine why you want to achieve whatever it is.

Understand that your "why" should be your source of motivation. If it's not, maybe the goal or the why is wrong.

Understand how the tasks you do impact your life and goals. If they aren't positive impacts and leading to your goal, maybe they aren't necessary.

When facing large tasks, break them down into smaller actions that you can take quickly. For example, instead of writing an entire chapter in your book, focus on writing just 3-4 pages.

Streamline the actions you take so they take less time to complete.

Eliminate unnecessary tasks that don't help you achieve your goals.

Delegate tasks that don't require your specific attention so you can channel your energy into the right things.

Create a schedule that keeps you focused.

Research the tasks you must complete so you know exactly what actions must be taken. This can help you develop a realistic schedule.

Track and measure the steps you take so you can see which ones make the most positive impact on your day. Then focus on doing these.

Find an accountability partner that understands what you are trying to accomplish and will hold you to a high standard while also encouraging you.

Check-in with your accountability partner daily or weekly, depending on what you are trying to achieve.

Remember, it's not just the outcome you should look forward to. You should be enjoying the journey as well.