

Immediate Action Action Guide

Day 1 – Get unstuck/Declutter your mind

1. Get your major tasks done.

What's the biggest task you need to work on?

2. Declutter your mind.

Besides your biggest task, list down all other tasks you know you need to get done:

Day 2—Identify why you procrastinate

For each statement below, rate yourself on a scale from 1 to 10 (one being false, ten being true). Be honest! You're doing this for you.

I lack clarity regarding what I need to do or how to do it.

1 10

I wait for motivation to come.

1 10

I'm distracted and unable to complete hard tasks.

1 10

I'm afraid of not doing a good enough job.

1 10

I have no clear deadline or sense of urgency.

1 10

I have no daily routine to help me start my work.

1

10

My environment encourages unproductive or toxic behaviors.

1

10

I have too many things to do, and I feel stuck.

1

10

Now try to reflect on all the reasons you procrastinate.

1. Write down three tasks you procrastinated on in the past month/year.

2. Now, write down all the reasons you believe you procrastinated on them. Go deeper and be honest with yourself. Is it the fear of not doing a good enough job? Is it because you weren't motivated? Is it because you didn't know exactly how to approach the task?

3. Then, brainstorm. Think of everything you could to stop procrastinating or at least reduce your tendency to procrastinate.

Day 3—Deepen your understanding of procrastination

1. For each statement below, rate yourself on the scale from 1 to 10 (one being false, ten being true).

I know exactly why I procrastinate

1

10

I understand exactly how motivation works

1

10

I understand that procrastination comes from flawed thinking

1

10

2. Based on what you learned, what are the two specific things you will implement today to avoid procrastinating on your most important tasks or things you know you should be doing?

3. Now, write down what the long-term consequences will be if you keep procrastinating. Think of the worst-case scenarios. What dreams will remain unfulfilled? What goals will you fail to achieve? What will happen to your health?

Visualize in detail the real cost of procrastination in your life. Make it painful.

WORST CASE SCENARIOS

Day 4—Gain clarity

Now, using your new understanding of how procrastination works, select one of the three examples you mentioned on day 1 and answer the following questions:

1. Do I know exactly why I need to complete that task or project? Why does it matter? And how could I make it more important and urgent?

2. Do I know exactly what the end result must look like? If not, what specific steps will I take to figure that out?

3. Do I know the best way to approach that task? If not, what concrete steps could I take to figure that out?

Day 5—Develop laser-sharp focus

1. What could you do specifically to reduce the level of stimulation you're exposed to during your day? Come up with at least three ideas.

2. What one thing will you do today to reduce distraction and stimulation and make it more likely to work on your most important task?

Day 6—Let go of Fear

1. **Accept and embrace your feelings.** Accept completely your fear of not being good enough.
2. **Practice self-compassion.** Write down all the things you could accomplish in the future by doing what you need to do regardless of how you feel (instead of procrastinating).
3. **Stop making a big deal out of your tasks.** Chunk down your tasks. Make them as easy as possible to work on.
4. **See yourself as a lifelong learner.** You can never be good enough or perfect because life is always about the process. Learn to enjoy the process.

Use the following prompts to help you reframe the way you perceive yourself:

- I might not be as good enough as I'd like yet, but I'm becoming better and thoroughly enjoying the process.
- I love challenging myself and completing difficult tasks because I know it helps me become better.
- I'm a learner and take pleasure in learning new things about myself and about the world around me.
- I'm perfectly okay where I currently am and I can't wait to grow and learn more.

Day 7—Implement a daily routine and build consistency

Now, let's work on creating an awesome daily routine. To do so, follow these steps below:

1. Decide when and where you'll do your daily routine. First thing in the morning is preferable.

- When will I do my daily routine?

- Where will I do it?

2. Decide exactly what you'll be doing. Make it simple so that you can sustain it over a long period of time. (Consistency is far more important than intensity).

- What are the specific habits I will implement in my daily routine?

3. Get started.

4. Work without interruptions.

Remember, your important tasks should be as easy as possible to start while distractions should be as difficult as possible to engage it.

Limit the risk you get distracted by:

- Turning your phone off
- Turning the Wifi off
- Using a software to block specific websites (social media etc.)

And you could make it easier to tackle your key tasks by:

- Making the files you're working easy to find out
- Avoiding going on the internet before you work on your task

THANK YOU SO MUCH!

I hope you'll make a meaningful use of your time and achieve all your goals and dreams in the coming years.

Let me wish you all the best with your new endeavors. I'm very much looking forward to hearing from you.

If you have any questions send me an email at :
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- Click [here](#) to connect with me on my Facebook page.
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Thanks a lot!

Thibaut Meurisse
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