

BEAT PROCRASTINATION

A FEW TECHNIQUES AND TIPS

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Pomodoro Technique

Work for 25 mins, then take a 5-min break.

Repeat 4 times, then take a longer break.

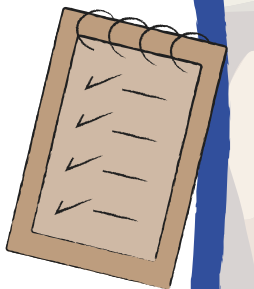
It keeps you focused and prevents burnout.



“Now, Next, Later” Method

Sort your to-dos into three buckets:

- Now: Urgent or short
- Next: Important but not immediate
- Later: Can wait

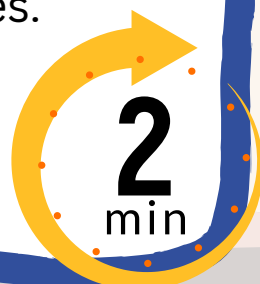


Great for reducing overwhelm and starting with clarity.

The 2-Minute Rule

If it takes less than 2 minutes, do it now.

Knocking out quick tasks clears mental clutter and builds momentum for bigger ones.



Temptation Bundling

Pair something you should do with something you want to do.

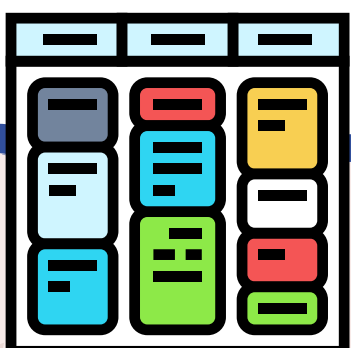
Example: Study while listening to your favorite instrumental playlist or podcast.



Time Blocking

Give your tasks a home in your calendar.

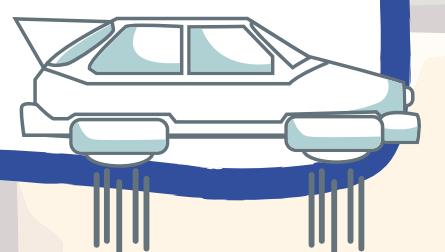
Schedule when you'll do something instead of just writing it on a to-do list. It creates accountability.



“Future Me” Thinking

Ask: “What will make life easier for future me?”

This mindset turns short-term discomfort into long-term wins—and combats self-sabotage.



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Start with Just 5 Minutes

Commit to only 5 minutes of a task.

It reduces mental resistance. Once you start, you're more likely to keep going.



Talk Back to Self-Doubt

Procrastination often hides fear or low confidence.

Challenge thoughts like “I’m not good enough” with “I’ll figure it out as I go”



The 5 Second Rule

Count down: 5... 4... 3... 2... 1... GO.

Don’t wait for motivation. When you feel the urge to act, count backward from 5 and move. It interrupts overthinking and launches you into action.



“Eat The Frog”

Do the hardest or most important task first.

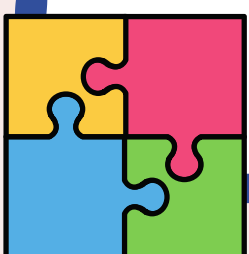
If you start your day by “eating the frog” (tackling the thing you’re dreading), everything else feels easier. It builds confidence and suppresses procrastination early.



Break the Task Down

Big tasks feel overwhelming—so chop them into smaller steps.

Instead of “write essay,” try “open document,” “write title,” “draft intro.” Smaller chunks feel doable and help you start.



Visualise Success

Picture yourself completing the task and how it will feel.

Visualising a positive outcome reduces fear and boosts motivation. It’s like pre-playing your win—and your brain loves that.

