Overcoming Procrastination
with Brenda Bailey-Hughes

Procrastination Habit Decision Tree

Do you hate this task?

Not really → **Yes**

Do you know where and how to begin? → **Yes**

Maybe

Would you enjoy it more if you were guaranteed to be successful at it?

No (under Do you know where and how to begin)

No (under Would you enjoy it more...)

Does this task seem overwhelming? → **No**

Yes (under Does this task seem overwhelming)

Choose a "conquering sense of overwhelm" strategy.

1. List how you'll know you're done.
2. Create bite-sized pieces.
3. Use actionable verbs for to-do list.
4. Set interim deadlines.
5. Step away briefly.

Choose an "unblocking creativity" strategy.

1. Change method or location.
2. Production before perfection
3. Momentum builders

Choose a "staying focused" strategy.

1. Create your ideal environment.
2. Use distractions as incentives.
3. Write down when and where.

Choose a "dealing with a lack of confidence" strategy.

1. Build skill set.
2. Counter negative self-talk.
3. Start easy.

Choose a "dealing with a task you dread" strategy.

1. Monitor negative self-talk.
2. Up the value of doing the work (focus on why, rewarding self, tell others, pawn it).
3. 10-minute promise