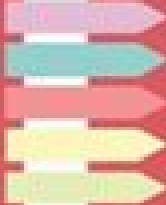
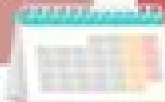


OVERCOMING PROCRASTINATION


Environmental

- 
- Alerts and timers
 - Sticky notes in highly visible places
 - Remove distractions e.g., smartphone


Reframe tasks

- 
- Make a list, then do the easiest tasks first
 - Break a big task into smaller goals
 - Set process goals, not outcome goals

Accountability

- 
- Use apps to track progress
 - Shared calendar with a friend or coworker
 - Accountability buddies

Address barriers

- 
- Lay out everything you need the night before
 - List obstacles and brainstorm solutions
 - Allow short breaks when frustrated

Self-Compassion

- 
- Accept that mistakes are inevitable
 - Aim for good enough rather than perfect
 - Celebrate small successes

Keep Motivated

- 
- Track small bits of progress
 - Analyze reasons for setbacks
 - Connect with others for support

Overcoming Procrastination You Naomi Doyle

B Lingard



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