Procrastination worksheet

Five minutes, five steps, for the task you've been avoiding. You only promise the 10 minutes at the end. Most of the dread sits in front of the start, so the goal is to get past the start, not to finish.

Date _____ **Putting it off since** _____

1. Name it

What is the task, and what does it make me feel?

Example: Email my manager about the missed deadline. Feels embarrassing.

2. Shrink it

What first step could I do in 2 minutes?

Example: Write the subject line and the first sentence.

3. Remove the exit

What is my nearest escape, and where can it go?

Example: Phone in the kitchen drawer. Group chat tab closed.

4. Set the trap

If the urge to switch shows up, then what?

Example: If I reach for my phone, then I write one more sentence first.

5. Start the clock

Set 10 minutes. I am allowed to stop when it rings.

Example: Started at 10:42. Timer set.

If-then plans for the rest of this task

One for starting next time, one for the distraction that always gets you.

If _____ **then I** _____

If _____ **then I** _____

If _____ **then I** _____

When the timer rings

☐ Kept going

☐ Stopped, next 10 minutes at _____

☐ Still stuck, so it may be more than procrastination