

OVERCOMING PROCRASTINATION

1. TASK IDENTIFICATION

- Clearly define the task you need to accomplish.
- Write down a brief description of what success looks like.



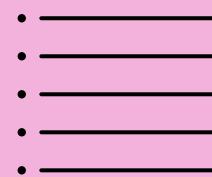
2. UNDERSTAND THE TASK

- Make sure you have a clear understanding of the overall task.
- Consider its purpose and the desired end result.



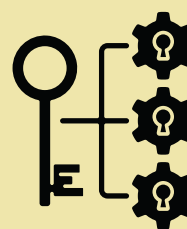
3. LIST MAIN COMPONENTS

- Identify the main components or steps required to complete the task.
- List them in a logical order.



4. BREAK IT DOWN FURTHER

- For each main component, break it down into smaller, actionable steps.
- Think about what needs to be done at each stage.



5. USE ACTION VERBS

- Phrase each step using action verbs to make it clear and actionable.
- Ensure that each step represents a specific action.



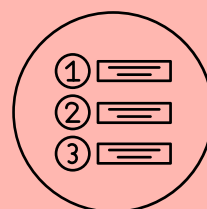
6. CREATE A CHECKLIST

- Turn your breakdown into a checklist.
- This makes it easy to track your progress.



7. PRIORITIZE

- Determine which steps are most critical or time sensitive.
- Prioritize the steps accordingly.



8. SET REALISTIC TIMELINES

- Assign realistic timeframes to each step.
- Be practical about what you can achieve in a given time.

