



This worksheet is designed to help you take control of your procrastination and start taking action toward your goals. Follow the steps below to break down tasks, set deadlines, and track your progress.

1. Develop A Morning Routine

Establish a morning routine to start your day positively and productively.

2. Set Daily Priorities

What tasks have you been putting off?

Start each day by identifying the top three tasks you must accomplish.

List them below, from the most important to the least important.

- 1.
- 2.
- 3.

3. Break It Down

Choose one task from the list above and break it down into smaller, more manageable steps.

- 1.
- 2.

- 3.
- 4.
- 5.

4. Set Deadlines

For each step, set a realistic deadline. Be specific!

Step	Deadline
1	
2	
3	
4	
5	

5. Schedule Regular Breaks

Plan regular breaks to refresh your mind and avoid burnout.

6. Track Your Progress

Use this space to track your progress. As you complete each step, mark it as done. This will help you stay motivated and see how far you've come.

Step	Status (e.g., In Progress, Completed)	Notes/Challenges
1		
2		
3		
4		
5		

7. Reflect on Daily Accomplishments

At the end of each day, review what you've achieved in order to maintain motivation and focus.

8. Wins To Celebrate

Use this space to list all of your wins, no matter how small they may seem, and remember to record how you will celebrate each one.

Win	Date Completed	How Will You Celebrate It
1		
2		
3		
4		
5		