



Participant Guide

Overcoming Procrastination: Turn hesitation into action, one step at a time

*You don't have to see
the whole staircase.
Just take the first step.*

— Martin Luther King, Jr.



Agenda

- Defining Procrastination
- Why We Get Stuck
- Recognizing your Patterns
- Facing Fear
- Tools for Action
- Rethinking Time Management
- Staying Motivated
- Key Takeaways

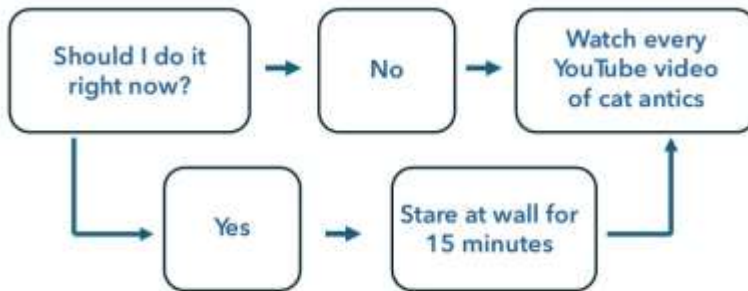


Defining Procrastination

Procrastination is delaying important tasks by choosing short-term comfort for less urgent activities.



Procrastination



Common Reasons

- **Emotional** (anxiety, fear of failure, perfectionism)
- **Practical** (overwhelming task, disorganized, lack of confidence)



Where Do You Procrastinate?

- Health appointments
- Self-care
- Household chores
- Work tasks
- Difficult conversations
- Relationships



How Do You Distract Yourself?

- Social media
- Web surfing
- Shopping
- Socializing
- Household busywork
- Eating
- TV
- **Anything** but the task at hand!



How Does Procrastination Make You Feel?

- Anxious
- Fearful
- Overwhelmed
- Tired
- Self-critical
- Frustrated
- Embarrassed



What Fears Contribute?

- Fear of failure
- Fear of the unknown
- Not knowing where to start
- Discomfort
- Starting in the wrong place



Become Aware

Notice when ...

- your attention shifts from the task at hand
- you reach for your phone
- you toggle from work to internet
- you get up from your chair
- you feel a spike of anxiety/fear
- you avoid or put something off



Tools for Action

- Reframe the situation
- Reward yourself
- Get questions answered
- Talk it through
- Minimize distractions
- Forgive yourself
- Act as you go

Small Actions - Big Impact

- Ask: What's the next right step?
- Start small, focus on what's necessary



Time Management

Suggestions & Quick Tips

- Be prepared
- Set reminders
- Break tasks into steps
- Write them down
- Cross off progress
- Plan for delays
- Give tasks a positive spin
- Reward yourself



Maintaining Motivation

- Notice when you're off track
- Choose the next right action?
- Ask for support
- Focus on **one** improvement



Review & Takeaways

- Understand your patterns
- Notice how procrastination feels
- Identify your distractions
- Take small measurable actions
- Reward and forgive yourself



Overcoming Procrastination

Quick Tips for Action



Notice Your Patterns

- Pay attention to when your focus drifts – reaching for your phone, toggling tabs, or avoiding tasks
- Recognize the emotions that surface – anxiety, fear, overwhelm, self-criticism
- Identify the situations where you most often procrastinate – work tasks, health appointments, difficult conversations

Understand the Triggers

- Emotional: fear of failure, perfectionism, discomfort
- Practical: overwhelming tasks, lack of confidence, disorganization
- Ask yourself: *What fear or barrier is keeping me from starting?*

Tools to Move Forward

- Reframe the situation – see tasks as opportunities, not threats
- Minimize distractions – silence notifications, clear your workspace
- Talk it through – share your plan with a colleague or friend
- Act as you go – take small steps instead of waiting for the “perfect” time
- Forgive yourself – progress matters more than perfection

Time Management Made Simple

- Break tasks into smaller steps
- Set reminders and plan for delays
- Cross off progress to build momentum
- Give tasks a positive spin – focus on benefits, not burdens

Staying Motivated

- Notice when you’re off track, gently redirect
- Choose the next right action instead of the “whole staircase”
- Reward your progress, no matter how small
- Ask for support when needed – accountability helps

Key Takeaways

- Awareness is the first step: notice your patterns and distractions
- Small measurable actions create big impact over time
- Motivation grows when you forgive yourself and celebrate progress
- Procrastination loses power when you act, even in tiny steps



PRO TIP

Don't Wait for Motivation to Strike Action Creates Motivation

Start with the smallest possible step (like opening the document or writing one sentence). Momentum builds confidence, and confidence keep you moving forward.

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