

GET BACK ON TRACK GUIDE

Break free from procrastination, get things done with less stress



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Procrastination style	How it manifests	Executive Skill to strengthen	Strategies to Practice
<p>Forgetful - Dory (Finding Nemo)</p>	<ul style="list-style-type: none"> - Wait, what task? - It doesn't really matter 	<p>Remembering what needs to be done, by when, and why</p>	<ul style="list-style-type: none"> - Scheduling, planning, setting reminders- Making reminders visible - Planners + electronic lists- Combination of physical planners for capturing the to do's and electronic calendars (iCal or Google calendar) for reminders and executing -Mentally rehearse -Say the task out loud
<p>Distracted - Fry (Futurama)</p>	<ul style="list-style-type: none"> - I just need to do this 1 more thing before I start - Oh look one more notification/episode - I just want to see what is happening on... 	<p>Emotional regulation and sustaining focus/attention</p>	<ul style="list-style-type: none"> - Reduce distractions or increase friction on the habit you want to reduce: leave the phone in another room, logging yourself out of social media apps, put phone in do not disturb mode -Increase reward in the activity you want to do more of: <ul style="list-style-type: none"> - Play lofi music or white noise as you work - Stress toys: therapy dough, squeeze ball



Procrastination profile	How it manifests	Executive skill to strengthen	Strategies to Practice
Big Picture - Wile E. Coyote (Looney Tunes)	<ul style="list-style-type: none"> - This is too much, too big - I won't be able to do it 	Planning and prioritization and time management	<ul style="list-style-type: none"> - Break the task down to smaller steps- Ask: what am I asking myself to do here? Walk yourself through the task and adjust if it is not clear- Take a guess of how long the task will take and test
Perfectionistic - Hermione Granger (Harry Potter)	<ul style="list-style-type: none"> - I could do it better if I had more time, I'll start later - I don't have enough (time, energy) to do it all -Conditions are not ideal 	Flexibility	<ul style="list-style-type: none"> - Start small even when it seems not 'enough' and reward it - Make the result you want at the end of a time block attainable (I.e. 10 minutes to write 20 ideas for posts on Instagram) - Make the steps to accomplish the goal more explicit - Make room for mistakes and errors

I'M MARIANA

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I help high performers stop procrastinating by optimizing how they get things done.

If you're tired of productivity tips that sound great, but are not practical to get things done, I want to help you create a plan and build the mindset to ensure you get what matters most to you done without burning out.

Click here to

Schedule a call!



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