

24 HOUR CLOCK

One of the most effective ways to **stop procrastination** is to assign a specific time to certain tasks so that you are mentally prepared to do them. The first step would be to be aware and mindful of how you spend your time.

Instructions:

Use the **24-hour clock** and fill it with details of your activities throughout the day.

Below given are necessary lifestyle aspects -

- 1. Physical Health & Fitness** - Diet, sleep, exercise, sexual health, cleanliness & hygiene
- 2. Social Involvement** - Forming, maintaining intimate and non intimate relationships & interactions with family, friends, romantic/sexual partners, colleagues, peers etc.
- 3. Engagement** - Productivity, purposeful goal oriented actions (career, work, studies, chores, learning, gaining skills, education, personal growth & development)
- 4. Pleasure** - Activities that give joy, happiness (engaging in hobbies, entertainment etc.)
- 5. Leisure** - Down time, relaxation, self care
- 6. Mental Health** - Coping with stress, self awareness, improving thought, emotion & action patterns, psychological wellbeing.

You can alternatively keep a note of your 24 hours in an excel sheet, a diary, your phone or a tracking app on your device.

Track this for 7 typical days of your life to recognize your patterns.

Identify the tasks you procrastinate and assign a time to those in the 24 hour clock that you'll find on the next page.

Note: You can doodle, color code, whatever suits your process. Make the 24-hour clock your personalized technique to help deal with procrastination

24-hour clock 

