

10 Steps to Beat Procrastination

Here are some steps to beat procrastination, and get some progress !!

- **STEP 1:** Choose 1 area that you have been procrastinating on fixing, resolving, organizing
- **STEP 2:** Write down what is needed to get it under "control"
- **STEP 3:** Make a list of tasks you need to do, in order to get it "under control" - let's call this the "Needs List"
- **STEP 4:** Choose one item from the Needs List to focus on for 2 days
- **STEP 5:** If this item from the Needs List is completed, choose another item from the Needs List -- if not, focus on it another 2 days, and then move on
- **STEP 6:** Continue until the Needs List is completed (1 item focused on from the Needs List for just 2 days)
- **STEP 7:** When Needs List is completed, review, and see if anything is missing
- **STEP 8:** Take a break for 1 day, and see if anything comes up, has been forgotten, isn't working
- **STEP 9:** Address what is not working, missing, or has been forgotten (you can create another "Needs List" if you need to, and go back through the steps 4 -8)
- **STEP 10:** Your task is done!!!