

SANITY IN 60...

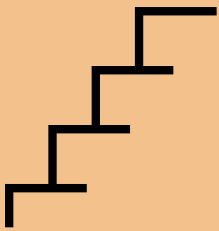
5 STEPS TO STOP PROCRASTINATING!



USE THE 2 MINUTE RULE ↱

If a task will take less than 2 minutes, do it straight away. Small wins build momentum.

1



BREAK TASKS INTO MICRO STEPS ↱

Instead of writing "plan lesson," start with "open laptop" → "outline starter activity." Smaller steps feel less overwhelming and easier to begin.

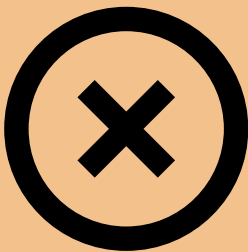
2



SET A TIMER- POMODORO EFFECT ↱

Work in focused 25-minute bursts with a 5-minute break. Deadlines, even small ones, create urgency and focus.

3



REMOVE TEMPTATIONS ↱

Silence notifications, put your phone in another room, or use a website blocker. Fewer distractions = less chance to drift.

4



REWARD PROGRESS ↱

Celebrate starting and making progress, not only finishing. A cup of tea, a short walk, or 5 minutes of downtime can reinforce the habit of getting started.

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