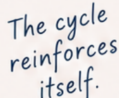




UNDERSTAND THE CYCLE • USE EVIDENCE-BASED TOOLS • BUILD LASTING CHANGE

Procrastination often functions as a short-term way to avoid uncomfortable emotions. While it can provide temporary relief, it tends to create more stress and stronger urges to avoid in the future.



You don't need to feel motivated to begin. Action can come first, and motivation often increases after you take a step.



TOOLS FOR GETTING STARTED, STAYING ENGAGED & INCREASING PRODUCTIVITY

- Break tasks into the smallest possible step.
- Focus on starting, not finishing.
- Use "good enough" instead of perfection.

"Open the document."
"Write one sentence."
"Put away five things."

- Set a timer for 5–25 minutes.
- Focus on one task.
- Remove distractions.
- Take a short break and repeat if helpful.

*"I only have to do this
for 5-15 minutes."*

- Be specific about when and how you will act (implementation intentions).
- Link a cue with a planned behavior.
- Reduce decision-making in the moment.

"When I finish my coffee, I will open the file and work for 15 minutes."

- Notice unhelpful procrastination thoughts.
- Challenge and reframe them.
- Remind yourself that action can come before motivation.

"I can begin even if I don't feel motivated."

- Name the feeling (e.g., anxiety, boredom, self-doubt).
- Allow it to be there without needing it to disappear.
- Take a small action while the feeling is present.

*"I can feel uncomfortable
and still take one step."*

- Make the desired behavior easier.
- Reduce distractions (e.g., phone out of reach, close tabs, turn off notifications).
- Prepare what you need in advance.
- Use a consistent work space.

YOU DON'T HAVE TO FEEL READY. YOU ONLY HAVE TO TAKE THE NEXT STEP.

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