

Steps you can take to get yourself out of procrastination and into progress:

PROJECT/TASK:

Are you working on it?

YES

What does progress look like?

What is your goal?

GET GOING!

NO

RECOGNIZING EXCUSES

What are you doing instead?

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How are you *NOT* justifying getting to work?

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What are the underlying reasons?

(see our tool: [Six Reasons People Procrastinate](#))

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Strategies to break your inaction/procrastination:

(see our tool: [Motivation Techniques](#))

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PROCRASTINATION MANAGEMENT

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STAY PRODUCTIVE