

10 STEPS TO RELIEVE PROCRASTINATION: HOW TO BEGIN (AND END!) A PROJECT SUCCESSFULLY – PAGE 1

TASK	I put these tasks off by engaging in other activities such as:	I procrastinate in these areas because:	My “worst case scenario” or the “pain” for each of these tasks:	Why do I need to complete this project (if at all)?	What can I delegate or ask for help with on this project and who can assist me?

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TASK FROM PAGE 1	Using the 80/20 Rule, If I contribute 20% to this project, what actions will make my contribution most effective?	What action steps can be taken for each task?	I will ensure that this task is complete by:	I will celebrate finished tasks by: