

# A Brain Breakthrough Masterclass

## Procrastination: Your Brain is Blocking your Success

### Resource Book

Procrastination is the act of delaying or putting off tasks until the last minute, or past their deadline.

#### In this session you will:

- Understand the neuroscience behind procrastination
- Learn about perfectionism
- Identify your own motivation style
- Discover how to bounce back from setbacks
- Using what you have discovered put strategies in place to overcome procrastination



Write down three words to describe how you would feel if procrastination was no

1.

2.

3.

longer part of your life:

Name something you have achieved today or last week:

## Acknowledging Achievements

What have you achieved recently? E.g. today or last week	Did you acknowledge the achievement in some way? Yes/No	If not, why not?	If so, how?

## The Procrastination Loop

When we need to get something done we rely on our self regulation – which is supported by our motivation.

BUT anxiety, overwhelm, fear of failure, exhaustion, boredom, distraction and rewards being too far in the future get in the way.

These factors can outweigh our self-regulation and motivation leading to procrastination.

So we need to top up our resources and be aware of our rewards and emotions.

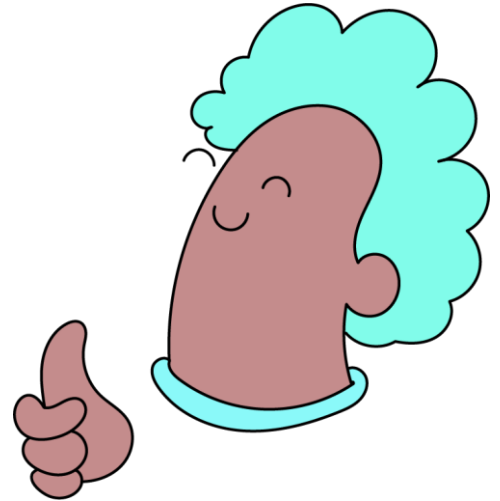
### The quick Fix

Find the BIG PICTURE – remind yourself why you are doing it, attach emotion to it

Decide on your reward

Break it down into the smallest possible steps

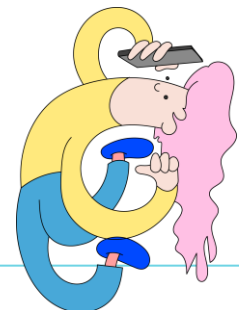
Acknowledge and Reflect





Are you a perfectionist when it comes to tasks? What tasks are they?

What is your procrastination type?



Developing self-awareness helps you to understand why you are procrastinating and choose strategies to overcome it.

What sort of tasks do you procrastinate on and why?

Reason for procrastination e.g. overwhelm	Task	How did you feel?	What did you do?

## What is your motivation style?

Do you have different styles for different tasks? If so, make a note in the chart

Reward Style	Type of Task
Praise from others	
Tangible reward	
Self-affirmation	

## Self Compassion



**REMEMBER** Be kind to yourself – forgive yourself

What is your mantra or positive affirmation?

**Reflect on your achievements**

What Went Well...

Even better if...

What “optimisers” could you try?

## Strategies

- Commit to just 1 second, 1 minute or 5 minutes
- Focus on your goals not the task
- Visualise completing your task
- Vocabulary – the way you talk about it will influence your perception – banish “should”
- Work in flow – fully focused means more productive
- Reverse calendar – start with ultimate finish line then work backwards creating smaller finishing lines leading to beginning of the task
- Fill up your schedule – reduce time you think you have available for working on important tasks by scheduling recreational and non-work related activities. creating less time and a sense of urgency!
- Tiny steps – break it down to small manageable steps that make sense
- Make your own rewards – according to your motivation style
- Time block or task block to increase focus and reduce transitions
- Reframe – always better if it is emotionally important
- Make it concrete – start middle and end – what you will do and when you will do it by
- Keep decisions to a minimum – IF... THEN....
- Count to 10 before giving into the impulse to procrastinate
- Optimisers – tiny bits of joy and calm during the day
- Think about food, water, exercise and sleep





Any notes:







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Fill this in to develop self-awareness of your procrastination habits!

The task I usually procrastinate on is:	The reason why I usually procrastinate on this task is:	Strategies I could use to overcome it are:

