



Let's get moving!

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Your 7 Day Action Plan  
To quitting procrastination  
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# Let's get started!



Firstly, CONGRATULATIONS on getting this guide and making a great decision to quit procrastinating and TAKE ACTION in your life. If you do what's in this guide, your life will NOT be the same again. First things first. I DO NOT want this guide to be yet another way for you to procrastinate - you know, like when you tidy up your desk endlessly rather than tackling that important task? Or meander through your emails...or go web-surfing, telling yourself you're doing important research? Or reading this, so that you can avoid doing what you know you need to be doing.

So for that reason, it's going to be short on theory, and with no fluff - that way you can get on with what you need to, and quickly.

So, let's get started!

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# DAY 1:

## COST & BENEFIT

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"A year from now, you may wish you had started today" - Karen Lamb

Today, I want you to think about the COST to you if you continue to procrastinate. Read this list and make it personal to what it will mean for you. Look at these common costs of procrastination and tick all that apply. Continuing to procrastinate will result in:

1. Failure to achieve my goals and dreams - those things I'm really passionate about doing [ ]
2. A lot more stress and feelings of panic over last-minute or missed deadlines [ ]
3. Loss of work promotions or pay rises [ ]
4. Less clients and lower business profit [ ]
5. Going without things I want to buy or do - and having to deny my family, friends or worthy causes [ ]
6. Lower self-esteem and self-respect and less respect from others [ ]
7. Feeling disorganised and overwhelmed [ ]

Now, let's focus on what you stand to GAIN by taking action on things you've been putting off. Again, tick all that apply.

If I take action TODAY and THIS WEEK, it will result in :

1. The accomplishment of many more daily tasks and in the future, life goals.
2. A sense of satisfaction and fulfilment at starting and in some cases completing tasks that are difficult or require self-control to get done.
3. Increased self-respect and greater confidence, and more respect from others
4. Greater influence in my personal and professional life.
5. More knowledge and experience, and a higher level of skill, making me more valuable to clients and/or my employer.
6. More success now and in future - higher income, better relationships, greater peace and harmony at home and work.
7. Promotion, recognition and status

Next, let's get started on tasks you've avoided!

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## DAY 2:

# YOUR 'AVOID' LIST

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*"Nothing is so fatiguing as the eternal hanging on of an uncompleted task - William James*

Today, I want you to write down 5 tasks you've been avoiding. If you have a long list of tasks you've been putting off - just pick 5. Pick the ones causing you the most stress or negative impact in your life.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

If there's anything on that list that would only take 2-5 minutes to complete, **DO IT! DO IT NOW!** Get it done before we move onto Day 3.

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## DAY 3 :

# GET TO THE ROOTS

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*"The habit of always putting off {something} until you can afford it, or until the time is right or until you know how to do it is one of the great burglars of joy" - Charles Swindoll*

Today, I want you to examine WHY you procrastinate. Getting to the root of it will help you pluck it out at a psychological level.

So today, I want you to write down the thoughts that come into your head every time you think of trying to do the 5 tasks you've been putting off. If you find it hard to identify your thoughts, just try this. Tell yourself, 'I'm going to do Task 1 now' - then note what thoughts come into your head that make you want to avoid doing it, and write them down.

Take each of your 5 tasks in turn, and write down the thoughts you have that stop you from doing that task. It may be different objections you have, depending on that task.

Task 1 thoughts \_\_\_\_\_  
Task 2 thoughts \_\_\_\_\_  
Task 3 thoughts \_\_\_\_\_  
Task 4 thoughts \_\_\_\_\_  
Task 5 thoughts \_\_\_\_\_

Keep a thought log over the next week, and notice the pattern of thoughts you have when avoiding tasks.

Typical thoughts procrastinators have are :

1. What if I don't succeed at this? What if I try and fail? Why bother, it probably won't work anyway
2. It's so huge, I feel overwhelmed and don't know where to start. It's too hard
3. I really don't feel like doing it. It's boring/mundane/unenjoyable
4. I'll do it tomorrow/next week/next month
5. I don't know how to do it
6. I want it to be just right and I don't feel ready yet/don't have everything I need yet.



## REASON #2 FEELING OVERWHELMED

Sometimes when a task feels too big, we get overwhelmed just thinking about it, and then don't know where to start, so we get paralysed and do nothing.

If this is you, take that big project, and break it into smaller steps or phases. Then concentrate only on the first phase, or first step - and start it. Just spend 10 minutes taking action on it.

## REASON #3 TASKS WE DON'T ENJOY

We all have tasks we just don't enjoy doing but know we have to get done. Often the thought of doing it is worse than actually doing it! We need to remember that the discomfort we go through doing something unenjoyable is much smaller than the immense regret we'll feel years from now for procrastinating on it.

3 solutions for this:

1. Just tell yourself you'll spend 10 minutes on it and no more. And just get started. And then do this multiple times.

2. Find a way to make it fun. Can you combine it with something enjoyable? E.g. exercising while

listening to your favourite music, ironing while watching your favourite TV program.

3. Reward yourself in small ways - and reward yourself for chunks of effort, not just when you complete something. Each time you take an action towards a task you've avoided, reward yourself.

#### REASON #4 I'LL DO IT TOMORROW

When we want to put off something, we rationalise and tell ourselves 'I'll do it tomorrow.' No you won't. That's your brain's way of tricking you into not doing it. Besides that, putting something off, even for just one day, strengthens the habit of procrastination. Get into the habit of doing something NOW. It'll become easier and easier.

#### REASON #5 I DON'T KNOW HOW

We avoid things that we find too hard, or when we are unsure of how to do it. But often we learn the 'how' once we get started. And if we wait til we know how to do something, we'll never attempt anything new, and won't grow. Set your next action - spending just 10-15 minutes on it - to finding out how to do it.

Ask, 'What's one thing I DO know to do?' Also ask, 'Who do I know that I can ask to help me identify the next step?'

Today, do that 1 thing you know how to do, or today, contact the person you can ask for help.

## REASON #6 PERFECTIONISM

We often procrastinate what we want to do perfectly. We are waiting for the perfect time to do it, or the perfect amount of information, or until we feel we are perfectly capable.

The truth is, most often a job done 80-90% well is good enough. There's never a perfect time, and waiting until we have all the information we think we need will just delay us and too much information will probably overwhelm us. Get started with what you know already. Start today.

## REASON #7 I DON'T HAVE TIME TODAY

'I'll do it when I have more time.' The problem is, that day never comes. If the project you've put off will take a while (a few hours or more) to complete, it's easy to want to wait for a spare big chunk of time. Instead, do a little every day. Anyone can find 10 minutes in their day. Do 10 minutes on it.



## DAY 5: ACTION



Great job getting this far! Okay, time for more action today. If you haven't already taken action on one of the 5 tasks you've identified, pick one now. Pick the easiest one of the list. If already done, pick the next easiest.

Spend just 15 minutes on it. Set a timer, and if you want to stop when the timer goes off, then stop. If after 15 minutes you want to continue longer, then continue.

Then set a reminder for yourself later in the day for a second session of just 15 minutes on it.





# DAY 7 : YOU'RE ON YOUR WAY!



Well done! You made it to Day 7, and I hope this means that you've taken action on some things you've possibly been putting off for a while! If so, I bet it feels GREAT to get things done!

Just as on Day 6, set aside two sessions again today to give just 15 minutes each towards your 'task avoid' list. Keep going with this! It'll soon become a 'do it now' habit.

Finally, remember these principles as you make incredible progress towards being a person of action :

1. Action breeds more action. Success in the small leads to success in bigger things.
2. Make it fun and rewarding to take action.
3. Build the tasks into your routine. Schedule appointments with yourself to get those things done.
4. Remind yourself regularly of the costs of procrastinating and the rewards of taking action.

Read and re-read the list of costs and benefits regularly.

5. If it's ingrained habits you need to change (for e.g exercise), tackle just 1 habit at a time. If you try to change too much at once, you'll fail.

6. Re-read this guide once a month and do the actions in it. Taking action will become a way of life just as procrastination was a way of life.

7. Find someone you can be accountable to. If you want to work with a coach, email me on [sue@suesundstrom.com](mailto:sue@suesundstrom.com), I'd be happy to help. Or phone for a free initial coach session on +44(0)7877092231.

And finally, DO IT! DO IT NOW!