



ANTI-PROCRASTINATION CHECKLIST



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I am procrastinating on...

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.....
.....

Does this task really need doing?

- I am doing it out of habit
- Someone else asked me to do it
- It seemed a good idea at the time (but not now)

Can I ditch it? Yes No

Who can I delegate or outsource this task to?

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.....



When am I going to do the task?

Day: Date: Time:

What 'Shinier Tasks' am I drawn to more strongly?

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.....

How can I pair a procrastination task with a shiny task?

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.....

What is the deadline for this task?

Day: _____ Date: _____ Time: _____

What could I get started on for 20 minutes?

The task is so big that I don't know where to start so I am going to break it down...

Sub-task:

Sub-task:

Sub-task:

Project:

Sub-task:

Sub-task:

Sub-task:

