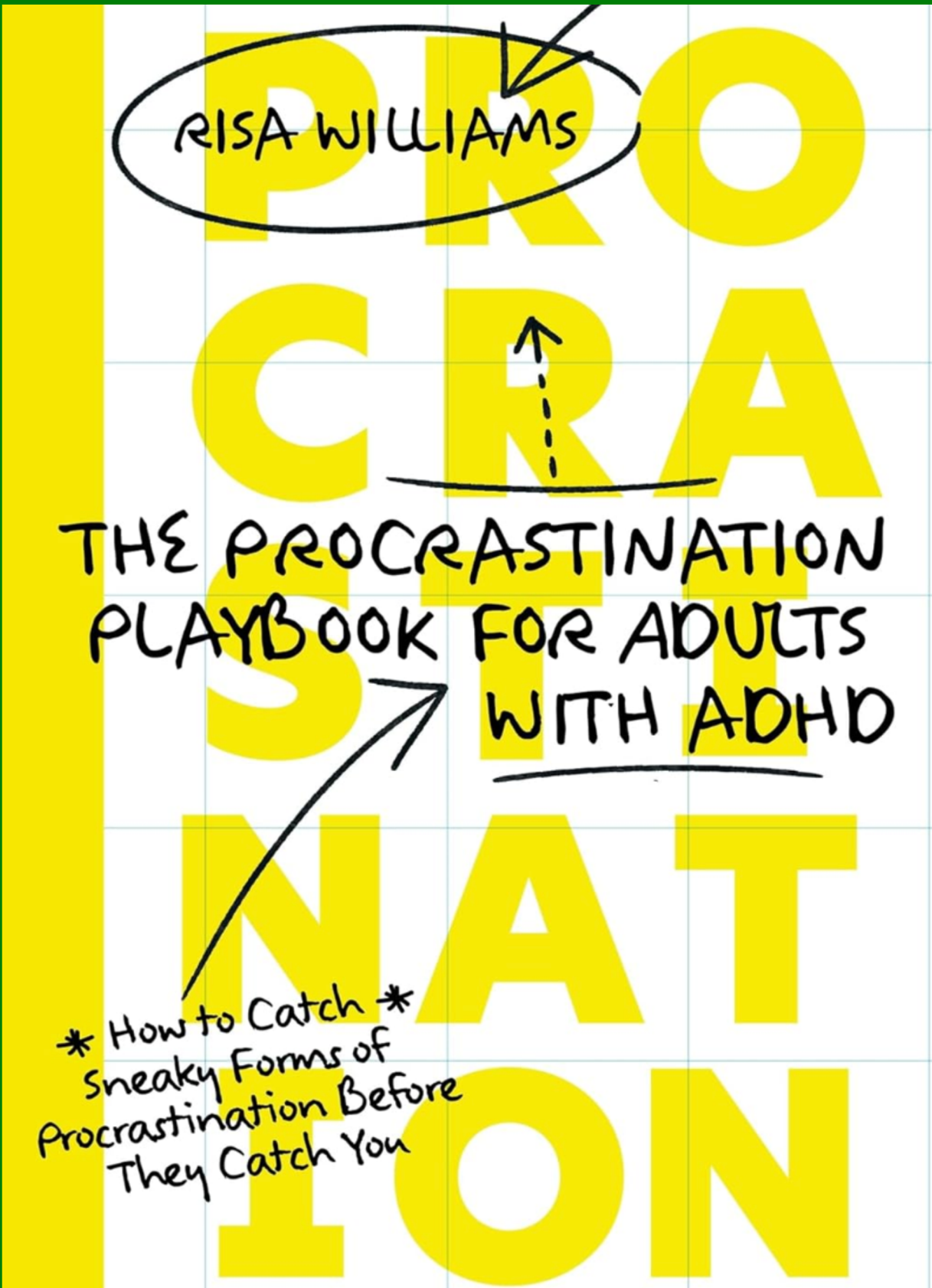


Worksheets from  
The Procrastination Playbook  
by Risa Williams



# Setting Intentions

(aka "Why do I want to do this thing?")

You've found your way here because you want to feel more motivated to take that first step forward with things. In order to begin, we need to get really clear about why we want to do this thing we're about to do. Ask yourself right now, "Why do I want to accomplish this thing I need to do?"

And now let yourself write out an answer below, listing out every possible reason you can think of:

**Why do I want to accomplish this task/goal?**

Now, looking at what you've just written, let's simplify this down into **one clear sentence**. When we give ourselves a clearly stated reason to move forward, our brain can get on board with getting us there.

It all starts by telling yourself **exactly why** you want to do something.

Write out your intention in one simple sentence using the template provided below.

For example:

- ▶ "My intention for completing this certificate is to learn a new skill, which will make me feel more confident at work."
- ▶ "My intention for completing this decoration project is to make my home office look nicer, which will make me feel more motivated."
- ▶ "My intention for completing my yoga class is to gain flexibility through stretching, which will make me feel healthier."
- ▶ "My intention for completing my research paper is to end the semester well, which will make me feel relieved."

**Now it's your turn:**

*My intention for completing* .....

.....

*is to* .....

.....

*which will make me feel* .....

.....

We've now told our brain how we want to feel afterwards. We've given ourselves a green light to go!

Are you starting to feel that motivation kick in yet? Let's keep going and see if we can boost it some more.

***Let's work on understanding our own procrastination more...***

→ Go to **The Avoidance Onion** worksheet (p.122)

***I want to work on improving my self-talk...***

→ Go to **Extreme Thinking Glasses** worksheet (p.116)



## Avoiding the Task

You've landed here because you're currently feeling a lot of **avoidance** about what you need to do. Typically, when people find themselves here, there's a lot of harsh self-talk going on about the task, such as "I hate this task!" or "I don't want to do it!" or "Every time I think about starting, I just don't want to do any part of it" or "I can't even look at it!"

Let's start to think about where this **internal resistance** is coming from regarding this specific task by doing a very short warm-up exercise.

We will start with something easy and quick, and then work our way down to discovering if there are any deeper **layers of avoidance** lurking underneath.

For this exercise, I want you to separate out the task you're avoiding into **two columns of steps** you need to do to complete the task. Take your time to really think about the individual steps of the task for this exercise. And then you're going to have to **get really honest with yourself** about **which pieces feel the most stressful** for you to do. Don't worry if steps feel stressful or not—just write it all down.

After years of doing this exercise with many people, I can tell you that many small steps are hard for many people, no matter what the task is. You would be surprised at what people rate as "stressful" and what they rate as "easy" for themselves to do. It's often things you could never predict unless you asked them to complete this exercise! So, let's be kind to ourselves right now. By acknowledging that **parts of this task feel hard for us to do**, we're learning to show ourselves more **self-compassion**. This typically **reduces our resistance** to doing the task ahead.

**Remember: Kindness motivates us to move, self-criticism stalls us out.**

## Task—Two Columns

To begin this worksheet, write out the **most stressful steps of the task you need to do** in the left column, and then write out **least stressful steps** in the right column. Try to figure which piece of the task you are feeling the most resistance and stress about.

At the bottom, write a **conclusion** of something you learned from doing this exercise. After you reflect upon your conclusion, write **something kind** that you can tell yourself about finishing the task ahead.

For example:

**Task:** Filing a reimbursement form at work

**Most stressful parts**

Finding all my receipts  
Filling out the form online  
Learning the new forms

**Least stressful parts**

Sending it when it's done  
Getting paid  
Next time, I will know how to do it

**Conclusion:** *I don't like filling out forms because I don't think I'm good at them. However, once I learn the forms, I'm usually okay the next time. I think I don't like doing forms for the first time.*

**What I can tell myself:** *"If you just get through the hard part at the beginning, and then it will be easy afterward. You can do it!"*

**Now it's your turn:**

**Task:** .....

**Most stressful parts**

.....  
.....  
.....

**Least stressful parts**

.....  
.....  
.....

## The Procrastination Signs

How exciting! I see that you're now making your way out of the procrastination fog you were stuck in before. You are on your way to becoming a full-fledged **pro-active procrastination catcher** now, and it's time to review what you've learned so we can get you across that finish line.

Before we get to the end, if you want to return to complete all the worksheets in the book first, you can go to the **Worksheet Checklist** (p.71).

And now, in one last worksheet finale, let's review what we've learned here in this book!

We're going to write out your **procrastination warning signs** so that you can remember how to call them out from now on.

Since everyone behaves in different ways when they are procrastinating, these procrastination warning signs will look different for each person. Take a moment to really think about what you tend to do when you are procrastinating something as you fill out the page below.

Write out what you tend to do when you're procrastinating, and then write out a reason using the word "because."

Examples:

*I tend to buy too many things online **because** shopping reduces my stress.*

*I tend to do a lot of house cleaning instead of working on my paper **because** I think I am being productive, even though I'm avoiding my paper.*

*I stop opening mail **because** opening it means I have to look at it, and I don't want to acknowledge it exists. I pretend the mail isn't there when it isn't open.*

**Conclusion:** I will be more careful when I catch myself doing too much online shopping in a row or when I choose to clean at strange times in the future. I



also am going to start opening the mail right after I get it from the mailbox from now on, as I know that's a big warning sign for me. I am going to start to observe if these things mean I am procrastinating something going forward.

**Now it's your turn:**

**My procrastination warning signs**


*(Write out what you tend to do when you're procrastinating and a reason you think you do these things):*

**Conclusion:**

.....  
.....



*THIS GUIDEBOOK CAN HELP YOU:*

- **CALL IT OUT** (Notice the warning signs of procrastination clouds and call them out)
- **PLAN IT OUT** (Label the specific type of procrastination and pick a strategy forward)
-  **TAKE ACTION** (Make a clear decision to act and take the first step out of there)

**ORDER THE BOOK:  
RISAWILLIAMS.COM**

**THANK  
YOU!**