

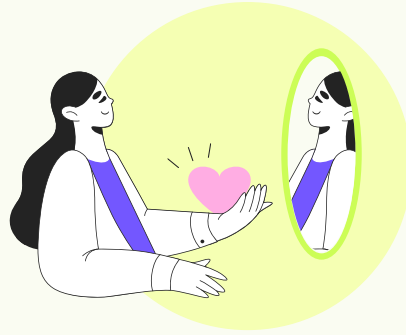


Resources for Procrastination

Here at **focused space**, we've all struggled with procrastination. We built these resources for us — and for you! — to help find what works best based on the unique challenges that arise when it comes to getting stuff done.

You'll learn how to **face procrastination head-on**, **break down tasks** so you can finish them, **reach your goals**, and become more **confident in your work**.

In this guide, you'll find neuroscience-backed techniques and our favorite activities to move past procrastination habits and into a productive mindset!



Forgive yourself for past procrastination

It's easy to jump straight into beating ourselves up when we procrastinate on something — but this kind of **negative self-talk can often lead to more procrastination**. Try taking a more compassionate approach by acknowledging that you're a human being, and that we all struggle sometimes.

Remember: **how we respond to ourselves** in the face of procrastination makes all of the difference in our ability to move through it!

Activity

SELF-CRITICAL STATEMENTS: <i>What does your inner critic sound like right now?</i>	SELF-AFFIRMING STATEMENTS: <i>What might you say to a friend in this situation?</i>	FIRST STEP: <i>"Let me try starting with..."</i>
Ex. "Why can't I just get this thing done?"	Ex. "Everyone struggles sometimes."	Ex. "Let me try just starting opening up the email and re-reading the request."



Anchor yourself in a personal value

Procrastination can rear its ugly head when we lose touch with **the reason why we are doing what we are doing in the first place**. Therefore, it can be very motivating to **anchor our tasks to personal values**. Next time you're procrastinating, try asking yourself: **why is this task important to me, and who benefits?** You may find that the answers (i.e. money, helping others, open time in my schedule, peace of mind) are the motivation you need to get started!

Activity

What's the task?	Why is this task important to me? Does it align with any of my values?	Who benefits from me moving forward on this task?



Shine a light on the emotion beneath the task

If you find yourself stuck, or procrastinating on a goal, **try shining a light on the underlying emotion**. When we drop-into the emotions behind procrastination, we often find fear. This can be fear of the unknown, fear of failure, fear of boredom, even fear of success. Next time the desire to procrastinate comes up, ask yourself what the underlying fear is. **When we name fear, it often weakens it** — helping us find the courage to take the first step.

Activity

What's the task?	What am I afraid will happen if I start this task?



Busy doing everything... except for the thing I need to do

Sometimes we are completing other important things while we are procrastinating; but there are times when we really need to get something done. **If you find yourself busy while not getting anything done**, or if you think you might be procrastinating, try this:

1. Grab something to write with (pen, pencil, or marker).
2. Write down a two minute step - what thing will take two mins and help me get started?
Get your timer out! And hey if the timer goes off and you're in the flow, keep it up!

What thing will take two minutes to help me get started?

Embracing imperfection

If you are a recovering perfectionist then you may know that perfectionism is the breeding ground for procrastination. It sounds very reasonable to wait until the right time to do something... but the truth is that **we sometimes let perfect be the enemy of done.**

When perfectionism gets in the way, the trick is to **“make the first pancake.”** This means, just get the first thing done imperfectly because *it’s going to be imperfect anyway.* We all know the first pancake never turns out good, so go ahead and throw it down — knowing full well that it will be terrible, but then **once you’ve built some momentum, you’re on your way to better pancakes!**

Remember, you can't make your awesome second pancake without making your first.

Try this exercise:

1. Grab a pen or marker to draw with — this exercise requires no erasing.
2. Set a timer for 1 minute and just draw! Let your imagination find ways to fill up the page.
3. Tada! You've made your first pancake and it's... art!
4. Using either a new page (or filling in any blank spaces in your piece of art) think of a task you've been procrastinating on, and write down what making that first pancake will unlock for you in achieving your goal. (Example: "I'll be able to have something to inspire me to make progress" or "I can look back at my where I started and see how far I've come.")

 Draw here!



Want more support? Connect with us!

If you'd like to learn more about how **focused space** helps our community members beat procrastination, check out focused.space.

Focused Space is a neurodivergent-affirming and introvert-friendly platform. We are building a community committed to **making work more joyful** and **getting stuff done** while we're at it.

Our team of expert hosts, live and on-demand coworking sessions, and goal-setting platform will support you in achieving your goals each day. The focused space app has new tips each day to support you in **building better habits** and **beating procrastination**.

Learn more about [a focused space membership here](#). Use code **FOCUSTOGETHER** for a free trial and 25% off our monthly membership.