

putting off *procrastination*



**Things + stuff to get
you doing sh**.**

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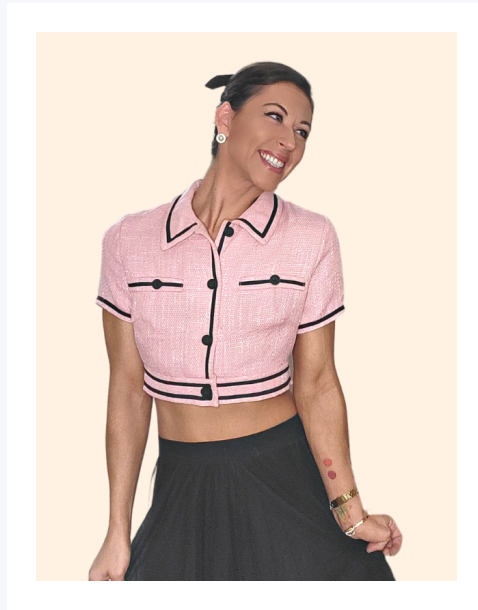
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**TRICKS, TRAPS + HACKS OF
PROCRASTINATION**

WELCOME

HEY THERE!

I'm Gracie



I'm a creator of things + a dispenser of solutions.

I am also a Transformation Coach + Wellness Expert.

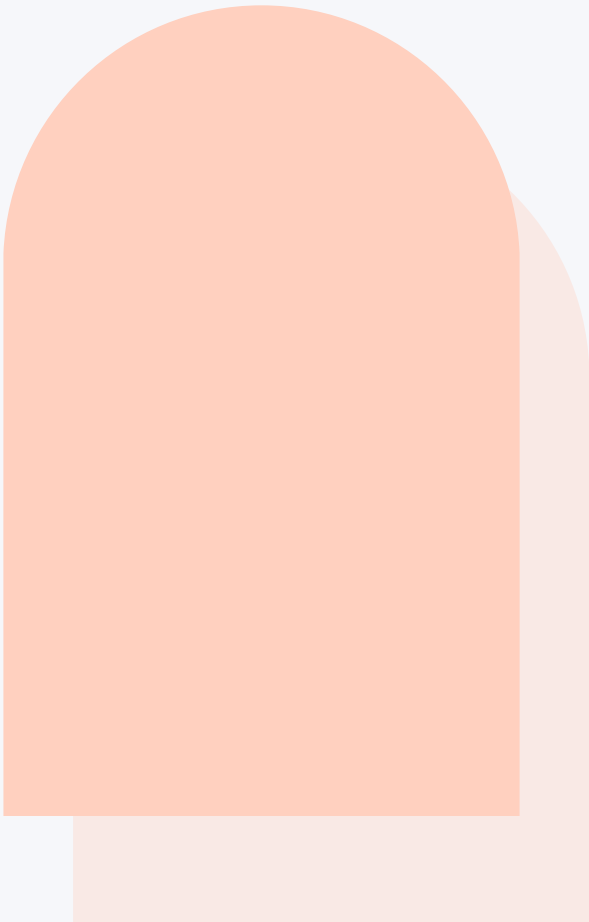
I am a master at procrastinating. This has led to a huge gap in reaching my potential. I am well aware as a coach that I was not the only one struggling with this issue. What's more, not executing your vision can cause absolute unalignment in your professional and personal life.

After so many years of not prioritizing, I decided to take a deeper look at the way in which procrastination is intertwined into our current society. Without going into too much detail, it is worth noting that historically speaking, those who procrastinated, perished. It is a luxury of our times to be able to put off tasks. In the past our labors fed us, clothed us and protected us. Never before have we even had the **option**. Be sure to take into consideration that we are inundated with distractions and it is up to us to learn new methods of coping so that we may retain productivity above constant distractions.

Why Knowing Changes Everything

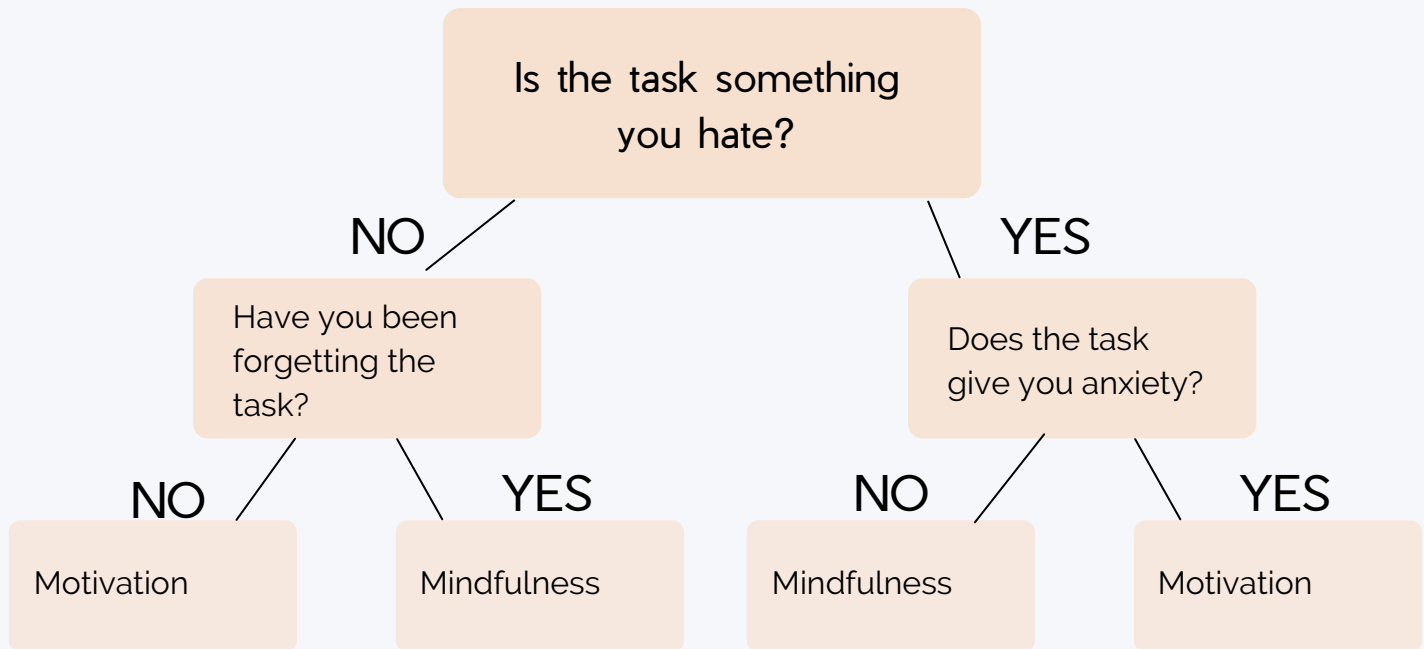
It may be the smallest observation that changes everything and revolutionizes the way you work. The only problem is, if you aren't paying attention, you may miss it. When we look at procrastination not like a plague but like a misunderstanding, we begin to unravel a format for better performing tasks.

It isn't you, it's your system.



I say this to all my clients in this situation- not to be nice and coddle. I say it because it is true. It is a fact so steadfast you can forever rely on it. Systems make or break many parts of our lives yet we give them little thought or notice. When we look at the 3 types tasks or 2 needs of procrastinators, we begin to gain clarity for the best approach. Our tasks are **not** alike which makes the need unique. This leads to your attitude also varying. If our tasks aren't similar, and our attitudes change, why would our approach always be the same?

Motivation VS Mindfulness



The two biggest needs of all procrastinators is one if not both motivation + mindfulness.

Knowing what you need to execute the task can be the difference of efficient productivity or continuous procrastination.



Not paying attention creates a hotbed for procrastination. Being in the moment helps us remember not only what we are working on but also why it is important. Remembering why our task matters is the turning point to getting shi* done!

3 TASK TYPES

OVERVIEW

As we discussed in the video, there are 3 types of tasks that we tend to ignore or put off. They are separated into three categories below. Sometimes we repeatedly ignore one type or repeatedly engage with one type. Understanding the task helps approach each endeavor with a different method. All tasks are not the same. These categories also help us understand what areas we may be forgetting to address.

REQUIRED TASKS

SOCIETY

- The ways you contribute to society
- Work
- School
- Community
- Groups/organizations

BENEFICIAL TASKS

LIFESTYLE

- The things we know are good for us but don't always do them
- Food/Diet
- Exercise
- Health Maintenance
- Doctor's Appointments
- Self care Appointments
- Hygiene

FULFILLING TASKS

PASSIONS

- The things we **want** to do the most
- Learning new things
- Hobbies
- Creating
- Playing
- Volunteering

CLARITY - THE TASK

Is there a type of task you believe you put off more than others?

Can you identify times where you needed motivation?

Can you remember times when you simply needed more mindfulness?

Did your approach change for those two circumstances?

CLARITY - THE TASK

Do you feel you will handle the different needs in the same way going forward? Why?

Can you think of a time where you misunderstood why you were procrastinating something? How did it make you feel?

Is there one task type you need to pay a bit more attention to?

Is there anything you can alter to give the forgotten task more priority?

OVERVIEW

01

The Daydreamer

While drifting off on thought clouds the world still spins around us. We must remain grounded and focused enough to succeed in reality.

02

The Planner

Execution without strategy can be tough. But we must remember that a plan without execution is nothing more than a dream.

03

The Indecisive

Being open-minded can be a blessing and a curse. The more options we see the harder a decision may be to reach. Trying is a great way to get started.

04

The Lollygagger

Finding small ways to put off a task is an innate talent for us. We have to try to remember why the task is on our list and why it is beneficial.

05

The Accidental

Distractions in particular are our Achilles Heel. Hours may pass before we even remember what we forgot. Mindfulness is our top priority.

06

The Hologram

If we always feel as if we are procrastinating **something**, it is possible we are trying to do too much and not procrastinating at all.

THE DAYDREAMER

CHECKLIST



You often talk about what you want to do.



You have a hard time focusing on the here and now.



You don't always do what you say you are going to do.



Having a deadline is very helpful for you.



People have referred to you as "flaky".



You find your mind wanders frequently by accident.

Playing up to your strengths.

The biggest helper for the Daydreamer is to focus on completing to task to envision top results *afterward*. Daydreaming *can* be a form of manifestation. Of course there is a flip side. You can also get so caught up in the clouds that realizing the dream becomes a put-off project. If you are a daydreamer let's get you on the path to master manifestor. To truly harness the power of manifestation, perform your task with positive energy. Envision the results you desire as you complete your assignment. Once you have finished then take the time to confidently float away on that cloud of endless possibilities. The more you believe, the more powerful the manifestation.

THE PLANNER

CHECKLIST



New projects may be one of your favorite things.



You may place too much importance planning.



You are known as being very organized.



Strategy is a key of importance to you.



You can get caught up with details.



You tend to be a perfectionist and may be a bit particular at times.

Playing up to your strengths.

Unlike the Daydreamer, Planners are completely grounded in reality. Your strength is attention to detail. We just need to be aware when detail orientation bleeds into perfectionism. Perfectionism eats time. Continue to take pride in your work because you always deliver, no matter the way you execute your task. Have a bit more faith in your details so you are more excited to actually carry out your vision. Hold excitement for the end result so you are less likely to get stuck in the planning phase.

CHECKLIST



You may enjoy contemplating various options.



You love to see things from all sides.



Sometimes doubt sets in at the last moment.



You care greatly about the quality of your work.



You like to get other people's opinions on your work.



You stress or get anxious over decisions.

Playing up to your strengths.

Versatility is the superpower of the Indecisive. Now it is time to take that versatility to enact confidence in your ability to make decisions. Your strength is seeing all options that many people wouldn't notice. You are definitely an out-of-the-box thinker. Take all those other options and store them as back up plans for your first pick. Place them in order from Plan B to Plan J if you want. Your goal is to pick the *best option to start*. Remember that the gut instinct picks the best choice first most of the time. You have the freedom to change your mind but getting started as soon as possible will be refreshing for you. You can also proceed empowered with your decision because you have other methods if it doesn't work!

THE LOLLYGAGGER

CHECKLIST



You often think you have more time than you do.



You tend to underestimate how long something will take.



You do not typically hurry too much.



You tend to run a little late.



You can sometimes feel extra stressed while working on a task.



You don't mind waiting until the last minute.

Playing up to your strengths.

Lollygaggers roll with a more relaxed pace than most. In a society where anxiety is everywhere, that can be a marvel. What we don't want is your laissez-faire attitude turning anxious because of tasks undone. When you just go ahead and do the task, anything you do afterward would be in an even *more* relaxed vibe. If you truly hate rushing, then don't wait until the last minute. You do work well under pressure but why do that to yourself? Your time is valuable even if you just want to piddle it away. Piddling is more fun when you aren't doing it while dreading a task.

THE ACCIDENTAL

CHECKLIST



You frequently forget why you walked into a room.



You need to be reminded often of something.



You may be known as forgetful.



You may have ADD or ADHD.



You have many interests.



You often get sidetracked while doing a task.

Playing up to your strengths.

The Accidental is amused by many things in life. Your fascination, curiosity and intrigue are an exceptional character trait. You are very smart but forgetting things doesn't coincide with your intelligence. As soon as the task is presented, do it instantly. If you cannot set multiple reminders in your phone. In order to reduce being distracted have your task firmly planted in the front of your mind so you don't get sidetracked or forget what you are doing. In all honesty, the biggest help here is turning whatever you are doing into a song. That way is definitely in the front of your mind. This activity makes it almost impossible to get distracted; unless your song is so good you start dancing. In that case go ahead and bust a move.

THE HOLOGRAM

CHECKLIST



You hate to let people down.



You tend to juggle multiple energy demanding jobs/projects.



You are known as very reliable.



You can't remember the last time you weren't busy.



You have a hard time saying "no".



You enjoy being needed.

Playing up to your strengths.

The Hologram is often an overachiever and even a people pleaser. Your love of being helpful and dependable is such a beautiful quality. Your compassion for the cause of the task is always at the front of your heart and keeps you saying "yes" even when you might need to pass. Give yourself permission to say "no". You also deserve your time and energy. You aren't procrastinating if you can only accomplish so many things and there are only 24 hours. Don't let that to do list rule all in your realm. Life also exists outside of the to do list. Moments of peace can lead to more efficiency. Burn out is a thing and no one performs their best work when burnt out. Hold in your mind this one simple fact; it isn't procrastinating if it isn't humanly possible to take on anything else.

HEY YOU!



”

SOMEDAY IS NOT A DAY OF
THE WEEK.

– Janet Dailey

NAME YOUR DISTRACTIONS

I filled out a couple to help get you started!
Feel free to do these worksheets a few times a year as our priorities
change over time.

What is your favorite distraction?

Reality TV

What is a constant distraction?

Pets, Phone notifications

What is one way to combat a constant distraction?

Hold in my mind what I am supposed to be doing.

What is the most difficult distraction to ignore? Why?

NAME YOUR DISTRACTIONS

What is your favorite distraction?

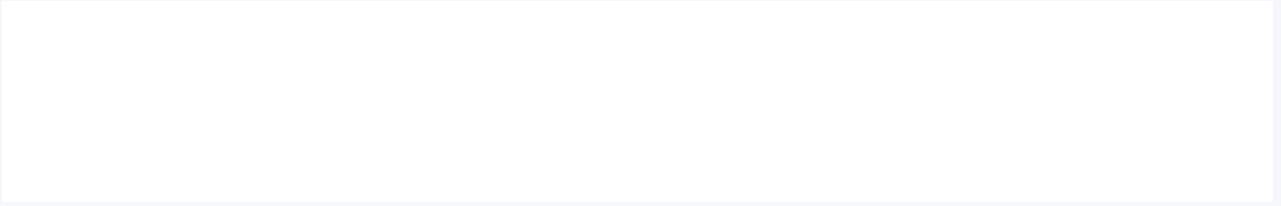
What is a constant distraction?

What is one way to combat a constant distraction?

What is the most difficult distraction to ignore? Why?

NAME YOUR DISTRACTIONS

What is your favorite distraction?

A large, empty white rectangular box intended for a user to write their favorite distraction.

What is a constant distraction?

A large, empty white rectangular box intended for a user to write a constant distraction.

What is one way to combat a constant distraction?

A large, empty white rectangular box intended for a user to write a way to combat a distraction.

What is the most difficult distraction to ignore? Why?

A large, empty white rectangular box intended for a user to write the most difficult distraction to ignore and explain why.

TRICKS, TRAPS + HACKS

OF PROCRASTINATION

- 01 Beware of changing priorities.
- 02 Focus on the benefits of completing the task.
- 03 Be flexible with your approach.
- 04 Less planning, more rapid action.
- 05 Break tasks into smaller steps to boost mindset.
- 06 Mood + Brain Boosting Foods > Procrastination
- 07 My Personal Winning Formula
- 08 Release perfectionist tendencies.
- 09 Double check to see if you are actually a procrastinator.
- 10 Eliminate distractions to boost focus.
- 11 Name your distractions.
- 12 Know when to say "Screw it".



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