

The Ultimate Checklist to **STOP** Procrastination Quickly

It's easier to process concrete than abstract information for our brain. This is why it's hard to imagine events in the future. And it's hard to do work in the present of which the benefit lies in (distant) future. The work simply seems too big for the gain. When overwhelmed by the task ahead of you, take this list and walk through every point. Just put a checkmark behind each point. Checking off bullets is a little motivation trick itself. At the end of the list, you'll find yourself starting ;-)

1. **Erase the labor imagination** - Remove any imagination of the strain and labor of the task ahead of you. This only makes it appear harder.
2. **Imagine the benefit** - Imagine and visualize the benefit of the work once done. Connect it to a good feeling. You will be pulled into the task.
3. **Feel the pride of the achiever** - Imagine how proud you and others will be, once you finish the work.
4. **Throw your guilt feeling away** - Don't fall prey of the feeling of guilt that you procrastinate. The sense of guilt drains a lot of energy, which is better invested into positive thinking.
5. **Put the "too late feeling" away** - Neither fall prey of the thought that you are deemed to procrastinate and fail because you are used to put things off. Remember, you can change track and re-start your destiny anytime, no matter your way so far.
6. **Put it down on paper** - Write the task on a piece of paper in big letters, specifically, clearly and as positive statement. For example: "I am going to learn one chapter right now." Written words have more power than swifty/elusive thoughts.
7. **Define the task exactly** - Clearly formulate the task in step by step manner. Little steps won't overwhelm you.
8. **Erase the blocks** - Usually we procrastinate because there is some uncertainty holding us back: waiting for an information, what happens after..., do I have enough ...? Brainstorm this inner concern, define it and remove it. There'll be no reason left to procrastinate.
9. **Use the power of your heroes** - think of a person who you know has a high level of energy, who gets things done regularly. Visualize yourself standing in their shoes and feeling what they feel. What would XY do right now?