



# Procrastination Killer

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**“My advice is, never do to-morrow what you can do today. Procrastination is the thief of time. Collar him!”  
— Charles Dickens, David Copperfield**



# The Purpose Of This Workbook

Let's talk about one bad habit we're all guilty of doing to some extent. The one that makes us feel guilty, betrayed, and ashamed of ourselves. But at the same time, it gives us temporary relief from the pain of hard work. Yes, I'm talking about **procrastination**.

This seemingly harmless but in reality quite dangerous habit is a **real dream killer**. And I think we can all agree on that.

So even if it's not included in **the New Seven Deadly Sins for the modern world**, it is certainly nothing to be proud of. Not to mention that procrastination is a major threat to self-esteem, self-worth, progress, and success.

Therefore everyone who wants to succeed in life needs to quit (or drastically reduce) this unhealthy habit right away. And what better way to get rid of a bad habit than by replacing it with a good one, right?

To help you with that I've created this **FREE printable workbook**.

This workbook will help you to:

- understand the difference between procrastination and laziness
- understand the difference between being a procrastinator and procrastinating
- discover the hidden cost of procrastination
- discover the main sources of procrastination
- identify what is the root cause of procrastination
- learn how to successfully deals with distractions and time wasters
- how to create motivation for taking action
- increase self-awareness
- hold yourself accountable
- make a self-contract
- focus on reward
- take back control of your time and life
- overcome procrastination once and for all

All I ask of you to make the most of this experience is to give yourself the space to answer. Don't stress yourself to be perfect. Be honest. Don't overcomplicate your answers. Simplicity is the key to success.

So the question is:

Are you ready to **kill your procrastination habit**? I bet you are!!



# productive manifesto

**P**lan

p **R**ioritize

**O**rganize

sche **D**ule

exec **U**te

ac **C**omplish

crea **T**e

d **I**scipline

re **V**iew

cel **E**brate





# Procrastination Or Laziness?

Often, people mistakenly assume that **procrastination** is just another word for **laziness**. But that's not the case. While these two concepts are obviously related to the broadly understood "act of not being productive", they actually have different meanings.

**Laziness** means having zero motivation to do anything even the things that you love doing.

**Procrastination** means putting off important things that require time and effort in order to do something less difficult and much more pleasurable. So as you can see, procrastination is not about doing anything but about doing something a lot less strenuous than you've planned.

**Time to self-reflect and answer 2 questions:**

I am LAZY when I...

I PROCRASTINATE when I...





# Putting Things Off



There are many different reasons why we procrastinate but **putting things off to avoid unpleasant tasks, decisions, or situations** seems to be the most obvious one.

We **procrastinate to avoid discomfort, pain, and hard work**. In other words, we use procrastination as a defense mechanism. As strange as it may seem, it's actually true.

We know what we should be doing, we have planned everything out, we set our priorities straight but instead of **getting things done**, we're looking for a reason to postpone it as long as possible. And I don't know about you but I can be really creative with **making a bazillion excuses for putting things off**.

I will give you an example: remember when you were in high school and every time when you were supposed to be studying for an exam you couldn't because cleaning up your room was much more important? That's **procrastination in its purest form!**

**Procrastination gives us an illusion of being productive** because we're doing something, we're just not doing the things that we're supposed to be doing. So technically we're not unproductive...

But does it really?

What are the benefits of procrastinating? Is there any way that procrastination could **improve the quality of life**? That's what I thought... it's not possible...

It's easy to procrastinate, but wasting one of the biggest opportunities of your life is even easier...



# Instant Gratification



**We live in an era that supports impulsive choices and actively promotes instant gratification.**

Everything we want or need seems to be available immediately via smartphone or the internet. Instant reward, immediate results, quick fix, short answers - right at your fingertips. Everything you want you can have right now. Well, everything except success, life satisfaction, and long-term happiness.

In such a world, **self-discipline, self-control, persistence, or patience** are nonexistent. Why they would exist while you can have everything you want without delay or deferment, right? But the problem is, this world of **instant gratification** offers you things or experiences that have little or absolutely no value. It's a distraction that takes away your **focus, energy, and time**. But until you participate in this pursuit of fake fulfillment and false perfection you don't even realize that.

**Modern technology, fast information exchange, the fake world of social media, online shopping with delivery at the speed of light gives us the illusion that we can achieve greater fulfillment and life satisfaction without much effort.** But no matter how tempting or convincing this idea of achieving great things immediately and effortlessly really is, it remains just an illusion.

**Procrastination fits perfectly the concept of instant gratification because it soothes anxiety, brings relief, and restores comfort.** It gives us this illusion of being safe in our **comfort zone bubble** where there's no pain, no challenges and, no discomfort, no tough decisions, no difficult choices, and of course, no growth. In other words, it's a boringly safe zone where nothing, absolutely nothing interesting is happening.

But, at least, you can give yourself over to **the pleasure of procrastination**. So if you want to live an unfulfilling life - that's a perfect prescription for it.

The choice is always yours! But if you want to **stop trading an opportunity to grow and succeed for comfort and instant pleasure**, it's time to get out of your "instant pleasure" bubble and **take action**.

If you want great results, you need to be committed. There are no shortcuts to success. No quick fixes, no "One size fits all" and definitely not an immediate reward will help you to build a successful, meaningful and fulfilling life. **Only hard work, determination, self-discipline, passion for learning, and delayed gratification will lead you to success.**

**Success is not a coincidence but the result of hard work, continuous effort, enormous sacrifice, persistence, and unwavering self-belief in one's ability to achieve their goal.**





# The Hidden Cost

Most people don't see anything wrong with **procrastination**. For them it is just a **simple act of delaying or postponing situations or activities** on their to-do list in order to do something more enjoyable and less difficult. What they don't realize is that, in doing so, they are training to become **professional procrastinators**.

Trust me, I know how it sounds. But it's actually true.

**Procrastination** is only seemingly harmless but in reality is quite dangerous, addictive, and harmful. It may not be a deadly sin but it's definitely a dream killer. Not to mention that it produces ZERO results.

So the question you need to ask yourself is **what do you want to do with your life?**

Are you willing to sacrifice instant gratification for a long-term reward or you're satisfied with what you have already and you're not interested in making progress in meaningful work?

The choice is yours.

But before you make this decision you need to consider one thing: do you really want to give up on your goals and dreams?

Are you ready to **trade an opportunity to succeed for short-time pleasure?**

And finally, do you really want impulse, emotions, and fear of hard work to control your life?

Because this is **the real cost of procrastination**.

Are you ready to pay this price?





# The Procrastination Habit



**“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”**  
**Will Durant**

## Being VS Doing

There is a huge difference between **BEING** and **DOING**. The former means “the state of existing”, the latter means “the act of performing or executing”. Thus you should be careful of how you are talking to yourself because you’re actually listening to your own words and the more you hear something the easiest is to believe it. So don’t try to convince yourself that you are a **PROCRASTINATOR** because you are **NOT**.

What is really happening is that at some point when you were a bit distracted, **your brain took the path of least resistance** – like it always does when you are not paying enough attention to the present moment. In other words, you left your brain to decide for you and it chose to slow down and relax a bit.

Because it’s its natural impulse to choose the easiest way to continue. Besides, why should your brain push itself to the limits of why it can just slow down and relax?

**“Our brain tricks us into believing the low-hanging fruit really is the ripest”**  
, said the lead researcher, **Dr. Nobuhiro Hagura**.

As humans have this tendency to avoid the effortful decision and see a more challenging option as a wrong choice. **We are all comfort-seeking creatures**, therefore, we prefer the solutions we are familiar with. And there’s nothing wrong or strange with that. But if you want to **reach your full potential and go beyond imposed limitations** you need to challenge yourself otherwise you will miss the opportunity to become the best version of yourself.

**So, let’s make it CLEAR:**

You’re NOT a procrastinator, you’ve just adopted the HABIT of procrastination.  
And now it's time to break it!



# If Procrastination Wasn't a Thing

I would be...

My life would be...

I would have already done...

I would have already achieved...





# Procrastination Triggers

1. Lack of clarity
2. Poor time management skills
3. Unrealistic expectations and abstract goals
4. Fear of failure
5. Perfectionism
6. Lack of self-discipline
7. Fear of hard work
8. Poor self-regulation skills
9. Short attention span
10. Lack of motivation
11. Lack of inspiration
12. Low self-esteem and self-confidence

What's the real reasons you procrastinate? (describe)



# It's Time To Be Honest With Yourself

I procrastinate because...





# Self-Reflection Questions

1. What is the thing you should be doing right now, but instead, you're reading this question?
2. What should you be focusing on?
3. How much time do you actually waste in a day?
4. What did you do today that moved you closer to your goals?
5. Do you take actions on a daily basis that will support you in moving closer to your dreams?
6. Have you done something today that moved you closer to your goals?
7. Are you in control of your time, day, and life?
8. Would you like to improve the quality of your life?







# Distractions

What's Stealing Your Focus?

(choose)

common distractions that KILL your PRODUCTIVITY

- Mixed-Up Priorities
- Analysis paralysis
- Unproductive breaks
- App notifications
- Noisy workplace
- Chatty coworkers
- Mixing professional and personal responsibilities
- Internet



# Time Wasters

What's Stealing Your Time?

(choose)

KNOW your ENEMY to DEFEAT it!

- Lack of plan or poor planning
- Focusing on other people's priorities.
- Decision fatigue from too many small decisions
- Mindlessly Scrolling social media or checking emails
- Multitasking and trying to do too much at once
- Unhealthy nutrition and hydration habits
- Lack of motivation
- Clutter (physical or mental)

# Let's Investigate

when you find yourself procrastinating ask yourself:

01

IS IT  
PROCRATINATION  
OR LAZINESS?



02

WHY DO I PROCRASTINATE  
(DESCRIBE TRIGGER)



03

HOW DO I FEEL (DESCRIBE  
THE EMOTION)

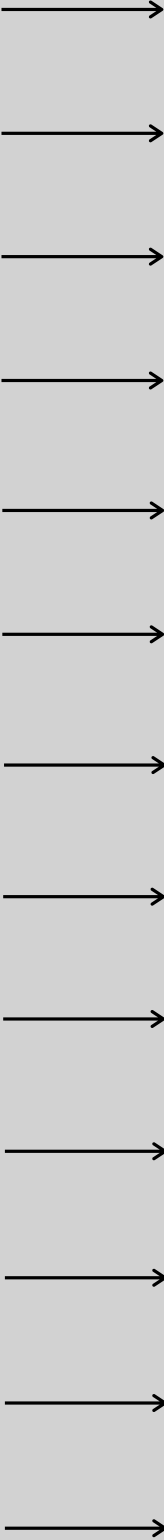


A large white rectangular area divided into three vertical columns by two vertical black lines. Each column is intended for handwritten answers to the corresponding question above it.

# In the past, how did you solve the problem?

type of time waster/distraction

my solution



# Accountability is key

Holding yourself accountable is more than just being responsible for your actions and the consequences they have - it means being proactive (actively creating your life) and taking action before you feel like it. Because waiting for motivation to strike you before you put yourself in motion leads to procrastination. And procrastination is the thief of time, focus, and energy. Thus, it should serve a life sentence in prison!

So instead of relying on motivation to take action and reach your goals, figure out what you have to do to hold yourself accountable for the choices you make and the consequences they bring. Manage yourself and commit to daily work to reach your goals. Because it's the repetition that leads to success NOT perfection.

**1: Review your performance daily**

**2: Track your progress**

**3: Create a system of rewards and consequences**

**4: Find an accountability buddy that will support your work**

**5: Make A Self-Contract**

**6: Create a favorable environment to enhance your chances of success**

**7: Ask for honest feedback from someone you can trust (friend, family member, colleague)**



# Make A Self-Contract

Commit to yourself, your goals and your purpose

I, the undersigned, abide by the terms of this contract.

I vouch to...

I will...

I vow to...

I promise...

I declare that...

---

Signature

---

Date



# The Action Habit



**“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”  
Will Durant**

What's the opposite of **procrastination**?

It's an action or more precisely **intentional action**.

So if you want to get rid of a bad procrastination habit you should replace it with the action habit.

So start where you can start, but start now.

Stop negotiating with yourself and **regain control over your life**.

Do something every day that moves you **one step closer to your goal**.

Because even the most brilliant idea is worthless unless you act on it.

No matter how much you want it, there is no way your thoughts, ideas, or goals will magically appear without you moving in the right direction.

Only doing what you believe in and pursuing your dreams will result in success.

So take intentional action and **make progress towards achieving goals**. Don't wait for motivation to spike you.

Don't wait for an opportunity to happen. Create it!

Your future is in your hands.

Take back control of your time, day, and life and start working toward your goals.



# Take Back Control

When you find yourself procrastinating ask yourself:

1. Why am I procrastinating?
2. How do I feel?
3. What is happening?
4. What prevents me from taking action?
5. What can I do to change the situation?
6. What I can or need to do to take action?
7. What can I gain from taking action?
8. How will I feel when I accomplish my task/goals?





# It's Time For Motivation

1. How many projects you could have already finished if you had started realizing them instead of analyzing everything in detail to the nth degree?

2. How many of your life goals you could have already achieved if you had taken action instead of obsessing over the worst-case scenario?

3. What opportunities do you wish you had taken in the past few years?

4. Are your self-limiting beliefs holding you back from succeeding?

5. Where would you be in your life right now if you had started working towards your goals before you were ready?



# Focus on reward

Every time you successfully overcome procrastination reward yourself!

examples of reward:

01



—  
**TIME IN NATURE**

02



—  
**BRANCH WITH FRIENDS**

03



—  
**SOLO DATE**

04



—  
**COFFEE INDULGENCE**

05

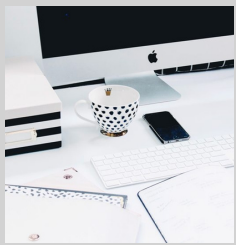


—  
**SELF-CARE ACTIVITIES**

06



—  
**ME TIME ON PURPOSE**



# 30-Day Procrastination Killer Challenge

create your own 30-day challenge to overcome your procrastination habit






# Steps To Overcome Procrastination Once & For All

## summary

1. Create a crystal clear vision for the life you want and set crystal clear outcomes
2. Create a solid routine
3. Master self-discipline
4. Set your priorities straight (Use The Eisenhower Box)
5. Improve your time management skills
6. Set SMART goals (and break big goals into small achievable steps to avoid feeling overwhelmed)
7. Eliminate distractions to improve focus and performance
8. Improve your emotional regulation skills (be more proactive and less reactive)
9. Overcome perfectionism and start before you're ready
10. Train your brain to like difficult things (perform a dopamine detox here)
11. Learn to enter flow state easily (11 Activities and Exercises to Induce a Flow State)
12. Use your breaks at work more effectively (boost your brainpower)
13. Create powerful morning rituals to make motivation flow effortlessly during the day
14. Set tight (but achievable) deadlines
15. Set up a reward and consequences system
16. Track your progress
17. Keep an accomplishment journal
18. Hold yourself accountable - figure out your accountability style



# Congratulations!

I've made the first step in BECOMING the best, most productive and happiest version of yourself!!!

**FIND OUT MORE ON**

 [www.holisticlifebykate.com](http://www.holisticlifebykate.com)

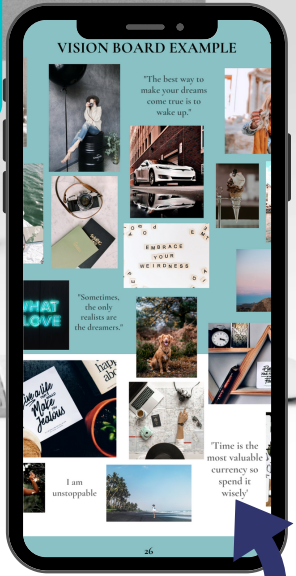
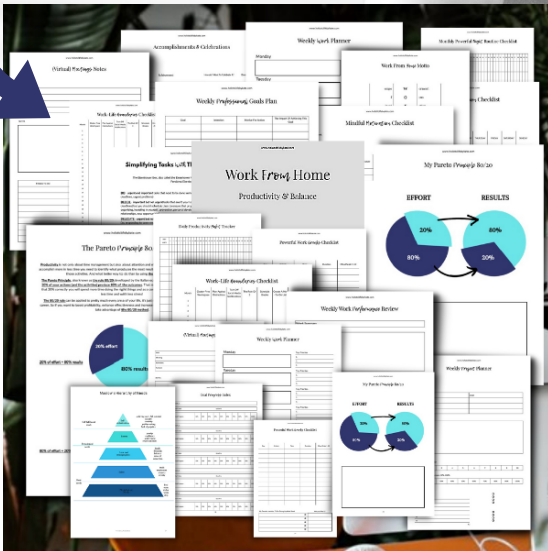


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