## A JUMPSTART GUIDE:

HOW TO STOMP OUT PROCRASTINATION AND STEP INTO ACTION

# Christine Young Coaching

Be Extraordinary

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# One of the most frequently asked questions in coaching is:

I know WHAT to do, so why DON'T I do it?

The answer is simple. You're caught in the trap of procrastination.

Solving the Mystery of Procrastination Procrastination isn't complicated. It's just not doing what you said you would do when you said you would do it. Yes, it's that black and white. Procrastination continues because you entertain the wrong inner dialogue. Those voices you hear, they're not your friends, and they aren't rooting for your dreams. They want you to take the easy way out and not have to do anything you don't feel like doing, or takes too much time, or scares you.

## The High Cost of Procrastination

Procrastination leads to mediocrity and keeps you from living up to your full potential. It prevents you from being the extraordinary person you are here to be. It's that serious.

Not only does procrastination prevent you from achieving your dreams, but also weighs you down. Now you've not done what you said you would but, you're also having a conversation in your head, negotiating, beating yourself up – making the false

promise of doing it "tomorrow." This added weight depletes your energy and faith in yourself.

Individually, little things like avoiding an uncomfortable conversation, or skipping a workout are not a big deal. However, over time, they pile up to erode your trust and confidence to follow-through. If you can't trust yourself to do even the small things, can you ever trust yourself to achieve bigger goals?

## What's the solution? Grab a pen and paper and let's get started!

First, write out a significant change or action you have been procrastinating?

Once you've decided on something significant you've been procrastinating, go through each of the four following steps and record your answers.

## **Step 1: Identify "Your Why" Take your time and write it out:**

Why do you want it? Why is it important to you? What is it going to shift for you? How will it positively impact other areas of your life?

Be specific and don't forget to consider how it will change the way you think and feel about yourself. Willpower and motivation are inconsistent at best, so it's essential to connect daily with "your why".

Every morning, take personal responsibility to get your mindset right. Staying connected to "your why" helps to get past the usual excuses and justifications.

### **Step 2: Cultivating Awareness**

The next step is becoming aware of your justifications and excuses. Think about those voices in your head – the inner dialogue that speaks up so assertively!

Take a few minutes and write out: What are the justifications and reasons you've been giving to let yourself off the hook from taking action?

- Typically, when you decide that you're going to do something, you have good intentions and then the voices in your head start chiming in. You start to negotiate, justify and create believable excuses. And once you start to entertain these voices, you've now entered the danger zone. And once you open that door to negotiation, things begin to unravel.
- Your "why" is the voice of your dreams –

that's the one to give airtime. And, the dream voice has to be louder and firmer than your excuses. Cultivate awareness of your reasons and justifications daily, and consciously manage your inner dialogue. **Step 3: Get Comfortable Being Uncomfortable** Is taking this action out of your comfort zone? Does it require you to do something that scares you or do something you don't necessarily FEEL like doing?

If the answer is yes, take some time to write out the fears or discomforts you feel.

Growth requires getting out of your comfort zone. I promise you, nothing extraordinary

was ever accomplished in that comfort zone.

Also, know there is a direct correlation between the level of your achievement and the ability to deal with being out of your comfort zone.

Simply said, practice getting comfortable being uncomfortable.

## Step 4: Get Real

Now that you've realized the old tired excuses are not real, let's be honest! What is the "real truth" behind those justifications and reasons?

Take a few moments and connect with what's real:

The truth may be something like:

"I didn't feel like it."

" I cared more about sleeping in that morning then my workout."

"I'm afraid of being judged or failing." or "It's just easier to settle for mediocrity today."

There is power in the truth. Realize you are choosing between living deliberately versus at the mercy of a situation or outside force!

## **Congratulations!**

You made it! You did the work to bring awareness to procrastination and uncover the truth. Know that awareness is more than half the battle.

As a next step, I recommend you choose a goal and deliberately choose to take daily action. Declare it, commit to it and get support with accountability.

Great work and acknowledge yourself for taking steps to make a change - that takes courage.

On next few pages, there are some bonus tips to support your continued future success. Each is specifically designed to get you out of procrastination and into action!

## **6 Tips For Success**

#1. Every time you start to think about procrastinating – think of it as a declaration to the universe, "I'm fine waiting till tomorrow to feel happier. I'm going to wait till Monday to start getting what I want. Don't be that person!

#2. You are here to Be Extraordinary!Give yourself a "by when" date to get things done you've been avoiding.Schedule time in your calendar and,

even better yet, box yourself in by being accountable to somebody else.

**#3**. Get support and help with your accountability because we're human and our motivation is inconsistent at best. It's just the way it is. We can't rely on doing things based solely on motivation.

#4. Realize the more you put something off, the bigger and more daunting it becomes. It won't be any easier"tomorrow" or "Monday" so stop kidding yourself!

#5. Beware of procrastination in disguise! There are hidden ways you may procrastinate and not even realize it.
Here are a few to consider: the quest for perfection, keeping yourself in a state of inaction due to confusion and staying too busy or overwhelmed to move forward.
Each of these scenarios serves as a great

# excuse for procrastination. Don't buy into them!

**#6**. Commit to stop feeling bad. Here's the vicious cycle: not only did you not follow through, but also got stuck in feeling sorry about it. I've got two words for you: Stop it! Feeling bad will just continue a cycle of self-sabotage. Forgive yourself, recommit, and move on.

I'd love to hear from you! What did you discover about procrastination? Any specific insights?

Feel free to get in touch with me to share your results or ask questions. You can email me at christine@christineyougcoaching.com

Or, schedule a 20-minute complimentary consultation with me here:

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