

# How to Overcome Procrastination & Start Taking Action

Procrastination affects almost all of us. It can become a habit and really keep you stuck. You are looking at your to-do list and there is always that one thing that you put off day after day, week after week, knowing that if you did work on that 'thing', you'd probably be able to increase your revenue, profit, and your confidence. This resource is designed to help you kick procrastination in the butt, get productive and start taking some serious action for yourself and your online business.



Hey beaut,

Welcome to my little corner of the internet.

I'm Claire Hill, ex-teacher now Self-Belief + Business Coach, giving you tools + tips to help you overcome your doubt and procrastination.

With over 23 years of experience supporting people to become the best and most vivid versions of themselves, I can help you to see and believe in what's possible for you, and make that magic happen.

## CLAIRE HILL

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# The Loop of Procrastination

How you can get stuck in the Loop of Procrastination

## You procrastinate

You start to avoid what you had originally planned to do or avoid adding the task your to-do list in the first place. My favourite way to procrastinate is busying myself with jobs that aren't important. Sorting a cupboard always feels very appealing when I'm avoiding something I know is important to do. This creates a lack of time in your day to get to the important stuff. Have you ever uttered the words 'I don't have time' but did find time in your day to spend 20 mins scrolling on Instagram?

**INSERT CHEAT SHEET HERE**

## Your doubt gets louder

And because self-belief decreases, what gets louder? Your doubt. You are constantly giving your doubt evidence that you can't achieve what you want to achieve, by not doing the things. So, guess what...you start to procrastinate even more!

## Self-trust decreases

Once you start avoiding or 'running out of time' to do the important things in your business, your levels of trust in yourself, start to decrease. Self-trust is incredibly important to self-belief, because if you don't trust that you can do at least one important thing for your business, how can you believe you can do all of the things that get you to your dreams? Breaking promises to yourself and not doing what you say you're going to do is lethal to self-belief.

## Self-belief is reduced

As a result of breaking promises to yourself and not doing what you say you're going to do, your belief starts to decrease. The space you give to believe in yourself decreases, as the feelings of overwhelm of all the stuff you're not doing grows. You start to believe in yourself less and less.

# Kick Procrastination's Butt Cheat Sheet!

How to kick procrastination's butt and get out of your own way, so that you can make your dreams happen and grow your online business!

The key to getting out of your own way is three things; momentum, dopamine and discipline.

However, when you find all of these a challenge because your doubt is loud and you struggle to focus because of the many distractions of human + business life.

This cheat sheet is designed with momentum, discipline and dopamine in mind, which means it's backed by science. When you find yourself stuck in the loop of procrastination, you are able to get yourself out of it by following these five easy steps.

And, if you need me to give you a pep talk too, you have access to a private pep talk to get you productive and kicking procrastination's butt!

The best thing about this cheat sheet is that you can use it every single day! Set it up so that every day you start work, you go through steps 2-5. Watch your levels of productivity increase, as well as your focus and the growth of your business. At the end of your day you will feel like a freaking badass!

## 1. Become aware that you are procrastinating.

Procrastination can be a sneaky monkey. It lurks in yawns, feeling hungry, or finding something urgent to do to keep you busy and away from what you are supposed to be focused on. Identify the most common ways you procrastinate (for me it's checking my DMs on Instagram) and stick that list where you work.

## 2. Brain dump

Even if you have already completed a brain dump, do another one. We need to change things up a bit. Fetch a notebook that is fresh or tear out some paper and pour your brain onto it. Don't hold back. Empty everything you are holding on to and anything you are worrying about onto that paper.

## 3. Highlight

Now ask yourself "what really needs to get done today?" Highlight the things that you want to get done today. Then assess which three of these tasks MUST get done today. Which is the one you don't want to do the most? Write 1) next to it. Next, number the other two things in order of 'least wanting to do them'. The idea of this is about getting the least favourite or worst jobs out of the way first. This frees up energy

## 4. The 1% Factor

To build momentum and get started, you need to trick your brain into just committing to 2 minutes of the job at hand. The 1% factor is based on Newton's Law of Motion, which states that it takes more energy to get something moving than it does to keep it in motion. So, set a timer for two minutes and just get started. Just commit to two minutes and see how you feel once that two minutes is over. More often than not, you will want to continue.

## 5. Keep Using Your Timer

You need to keep the dopamine levels up by not only rewarding yourself with a less shitty job to do, after you have finished the first one, but also with regular breaks. This is why the Pomodoro Method is so freaking powerful. Put a timer on for 25 minutes and tackle the rest of task 1) on your list or start number 2). Once that 25 minutes is up, have a five minute break, doing whatever you like! Once the break has finished, get back to it with another 25 minutes of focus time. Do this four times, and then have a longer 30 minute break.

# Next Steps in Taking Badass Action

Once you can overcome procrastination, how do you keep your momentum?

## 1. Join a membership or mastermind

Surrounding yourself with people that are pursuing their dreams and goals in the same way as you, can energise and lift you up in a way that can empower and motivate you even more. When you show people how you're shoving procrastination out of the way, it inspires others too. You can also use peers to hold you accountable. I know a very good membership called The Vivid Business Club and a mastermind called The Dream Team. I've heard both are amazing at doing this...

## 2. Get a coach

No-one needs a coach, but do you want a coach? A coach or mentor can be the power in your pocket, and your wing woman, to help you get to where you want to be. You're able to strategise and work with someone to plan out how you will achieve your dreams and move forward in scaling your business, along side growing your self-belief. I also know a good coach, if you want her details...

## 3. Create an action board

Instead of creating a vision board of your dreams, create a visual representation of the action you're going to take. Taking action, almost every single day, towards your dreams is what gets you closer to them. Of course, you can make big, bold and brave moves towards them, but stacking up the small steps build confidence, self-trust and self-belief.

## 4. Make it a habit

To overcome procrastination almost completely (and yes, it is possible to get 99% over it) habits are essential. Think of it as creating a 'habit lasagne'. You have to accept that you cannot transform completely overnight but by mastering one habit at a time, you can slowly work towards a dopamine filled, Prepared Paula identity, where you not only have your shit together, you actually do have your shit together!

## 5. What would your future self do?

Next time you are faced with the discomfort of facing your procrastination, ask yourself what would the future me do? The version of you that has taken back her power from procrastination? Who gets her shit done and has her shit together? She'd grab the procrastination cheat sheet and take action. The messy middle feels rank quite frankly, but on the other side of all that uncomfortable stuff, is a more resilient, powerful, assertive and determined you, and she is worth the fight. You've got this babe.