

# HOW TO PROCRASTINATE *better*

Procrastination is a fact of life! Don't resist it. Instead, become a *better* procrastinator with the 7Rs.

**1**

## RECOGNIZE

- When are you procrastinating?
- What are you procrastinating about?
- Why are you procrastinating (take a guess)?

## RECENTER

- Name what matters – in the big picture and in the short-term

**2**

**3**

## REMOVE

- Remove tasks that do not matter.
- The tasks that matter, but are not priorities for the near future go to Step 4...

## RECORD

- Record all ideas, projects and tasks that *\*could\** matter, but at a later date.
- Use a journal, a Trello board, Notes app, etc.

**4**

**5**

## RAM IN THE TASKS THAT MATTER

- You'll be left with your top-priorities. Ahhh!
- Make time for them in your schedule, even if other tasks have to make way.

## REPEAT (WITH RELISH)

- Do the work.
- Repeat until complete.
- Relish and enjoy the choice you've made!

**6**

**7**

## REFLECT

- Celebrate!
- Reflect on your wins and lessons learned.
- Revisit the list you've recorded. What's next?!

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