

How To Reduce Procrastination

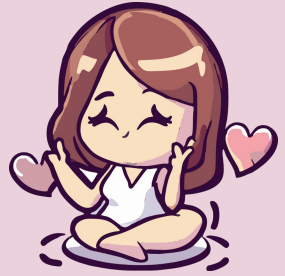
1. Set Goal and Plan Out Time Management

- Set a realistic and specific goal!
- Create a to-do list for the next day
- Apply this to a time-table



2. List Self Motivation Factors

- Steps to optimize success
- List self-reinforcement strategies
- Design an efficient workplace



3. Acknowledge and Tackle Distractions /Temptations

- List potential distractions and temptations
- Formulate if-then clauses for each distraction and temptation
- Design your strategies



4. Prepare for the Future

- Set clear and realistic subgoals
- Collect resources for the future
- Generate new strategies

