

2021 Procrastination Survival Kit

**REACH
YOUR
GOALS
AND
POTENTIAL**



Part 2

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Woman To Woman Empowerment

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What's In It For YOU?

*Unseen hurdles can block our way to accomplishment and success
Let's see if we can find any that might be hindering your progress*

Part One (available [here](#))

5 most common challenges women face + how to manage them



Part Two

5 most desired outcomes of conquering procrastination

+ Pro Tips on how to achieve them



Must-have info on how to knock it out of the park!



#BAM!



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Top 5 Outcomes + How To Achieve Them

#5 Understanding The Struggle & Where it Comes From

(personally, my favorite topic)

If a car mechanic doesn't know what's wrong with a car, he can't do a thing about making it run better, can he?

The same goes for us. If we don't know why we do the things we do, especially the ones we wish we didn't do, we won't know how to effectively stop doing them.

Let me ask you something:

- ▶ Do you know all the thoughts you think about yourself?
- ▶ Are you aware of the beliefs you have about your abilities?
 - ▶ How familiar are you with your self-definition?

Most of the women I worked with thus far did not have clear answers! I didn't use to either. They don't teach us this in schools – not yet, anyway... Our beliefs are reflected in our environment; at home, in our income, diet, wardrobe, in the boundaries we are or aren't able to set, and so on.

My Pro Tip:

Pick something you would like to change in your environment and ask yourself:

“As it is now, what might this be saying about me or my self-definition?”

(Hint: List single words or short phrases to describe it; that list can be quite telling.)



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#4 Gaining Clarity

Clarity of vision helps create an unobstructed roadmap to our destination. Whatever the task, it helps us determine the steps necessary to get to where we want to go. To have a clear view of the road ahead.

Do you know why your brain actually needs a plan?

Because it sees the plan like a puzzle or a set of challenges for which to find solutions or like a puzzle to solve. In having clarity of vision, you are helping your brain help you reach your destination.

My Pro Tip:

#1 task in having a clear plan is answering this question:

What (not how) do I actually want to do?

Or put another way: What is the destination I'm trying to reach?

Give your brain a clear map to follow and a puzzle to solve.

P.S.

Clear communication is a huge part of a clear vision and **sets you up for success** through:

- ▶ improving management by understanding expectations
 - ▶ increasing opportunities and reach
 - ▶ reducing stress and conflict

Do not assume people understand what you mean - check to make sure.



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#3 Getting Unstuck

We feel stuck when we **don't know how** to move forward or when we think **we can't**.

Here are the three main reasons we feel stuck (you might recognize them):

1. Lack of clarity addressed already accounts for the 'don't know how' part. If you're not comfortable taking the next steps, you won't take them.

2. Being afraid to make a change. Rather than the benefits, we predict everything that could go wrong. Change becomes a liability not an asset.

3. Fear of making the wrong decision, resulting in no decision. We really want to move forward and create change, but we are too afraid to do it.

Reason 4, not often spoken of, **is People-pleasing.** Yes! If you give more importance to what others will think or how they might handle your accomplishments than to your own goals and desires, you are out of luck!

Make sure your desire for accomplishing your goal or project **is stronger than your worry or doubt or fear,** whatever the reason.

My Pro Tip:

Making small changes, changes that feel safe, is the best place to start.

What is the smallest, safest step you can take today?

Not tomorrow, today!

I've been there. I know taking that step can be challenging.

I also know **you can take it!**



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#2 Having More Confidence

Your level of confidence is a reflection of how good you think you are at either doing or accomplishing something.

The best way to rebuild and sustain confidence is to find out why it is lacking in the first place. Yes, I could just tell you to 'believe in yourself' or 'think positive'.

Those are valid points, but if you don't know why you don't believe in yourself or why your thoughts are not more positive, you won't be able to do anything sustainable about either of those issues.

Awareness is the cornerstone of any self-improvement strategies. Find out what it is that's in the way so you can eliminate it. **Remove what is suppressing your confidence level and it will elevate automatically!**

Taking away what you keep tripping on is all that's necessary to stop tripping over it.

No new skill is required. It's really that simple.

My Pro Tip:

Make a list of at least 7 things you have accomplished, when you felt confident in yourself and read it every day for at least 7 days.

This can be anything from learning a skill (like reading 😊) to graduating high school to overcoming challenges to making even the smallest changes in your life.

Surely, you are much more capable than you notice and remember from day to day.

I encourage you, right now, to stop reading and make that list.



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#1 Finishing a Project

If you noticed, all the previous points are strong influence on this one. They are the way to finishing the project you wish to finish; the steppingstones to getting the job, **any emotionally charged job**, done.

How we feel about something dictates the actions we take regarding it.

Consider the following questions:

- ▶ **What is the weight of importance you give to your project?**
 - ▶ **How big is the potential change it can create in your life?**
- ▶ **Do you feel prepared for that change? Do you feel those closest to you are open to that change?**
 - ▶ **What do you believe your project might reveal about you?**
 - ▶ **What is your expectation of how it will be received by others?**
- ▶ **Do you feel like you have everything you need to take your project through to the finish line? If not, what is missing?**

If you are struggling to finish a project, it's most likely not the project itself but something revealed in the answers to the questions above.

My Pro Tip:

Focus in the moment.

Meaning, take your project down to the smallest possible task, step, or stage and focus only on that smallest unit of the project until it is complete. In other words, **don't give the importance and weight of the entire project to each and every part of it.**

This is where overwhelm comes from - one of the major causes of procrastination.



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In summary...

Through the battle with procrastination and self-sabotage, I came to realize that knowing what I should do is not the key to conquering those ways of behaviour.

THE KEY is knowing why I seemed unable to do what I knew!

The biggest obstacle between you and your finished project or accomplishment is the combination of how you feel about it plus what you think of yourself.

An Invite...

Need some help or more clarity? You got it! I'm here for you!

I invite you to take me up on my offer of support - a free, 30-minute [Beyond Procrastination Breakthrough Session](#). We can have a chat about you, your questions, goals, and aspirations. Together, we can figure out the exact steps to take you from where you are now to where you want to be.

Let's get you beyond procrastinating and into confidence, feeling empowered and competent, able to achieve any goal you set out to achieve and **live a changed life!**

Because You Can!

Cheers to YOU and your accomplishments!!!

If you have a question or two, you can contact me [here](#) and [here](#). For more information or to find out more about me, visit my website at: womantowoman.ca

