

# Checklist

## The Procrastination Cure

Estimated Time to Complete this Guide: 15 minutes

What project or tasks are you putting off?

<b>Project or task:</b>	
<b>Deadline:</b>	

### Procrastinate No More Checklist

#### STEP 1

- Give yourself a reason to get it done on time. Write down the consequences for failing to complete the task or for completing it late?

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#### STEP 2

- Pick your reward. How will you reward yourself when you complete the project or task.

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**STEP 3**

- How much time do you need to commit each day from now until the deadline to get it done?

Days left to complete the project/task:	
Time you will spend each day:	

- Create a calendar event and reminder or a recurring task to help you to stay on track.

**STEP 4**

- Make it public. Tell someone what you have to do and when you will have it done. Also share the consequences for not doing the task or for doing it late. Ask him or her to check in with you on a given date(s) to make sure you are making progress.

Accountable Partner

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When will they check-in with you (Daily, Weekly, Monthly)?

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**STEP 5**

- Start now. What is one thing you can and will do right now?

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