



My Procrastination Worksheet

Seven short steps to get one task you keep putting off moving, starting with a first step that takes two minutes or less.

01 The task I'm avoiding

Name it plainly, the way you'd describe it to a friend. One task, not a whole project list.

The task I keep putting off:

How long I've been putting it off, and what's happened as a result:

Why it matters to me (in my own words, not someone else's):

How much do I dread this task right now?

1 2 3 4 5 6 7 8 9 10

Not much

A lot

02 What feeling am I avoiding?

Picture yourself sitting down to start. What's the first feeling that shows up? Tick any that fit. There's often more than one.

- ☐ Boredom: it's dull, and anything else feels more appealing.
- ☐ Overwhelm: it's too big, and I can't see the whole of it.
- ☐ Fear of doing it badly: it has to be good, so I don't start.
- ☐ Fear of being judged: someone will see it, and might not like it.
- ☐ Resentment: I don't think I should have to do this.
- ☐ Not knowing where to start: I'm unclear on the first move.
- ☐ Tiredness or low energy: I don't feel I have anything left for it.

What do I tell myself when I put it off? (the exact words)

03 The tiniest first step

Break the task into a few smaller pieces. Then make the first piece so small it takes two minutes or less, such as opening the file, finding the form or writing one sentence.

The task in smaller pieces:

1.

2.

3.

4.

5.

My two-minute first step:

04 My if-then plan

Decide exactly when and where you'll take the first step, by linking it to something that already happens in your day. Add a backup for when the first plan doesn't happen.

If...

A time, place or moment, e.g. 'it's 9am and I've made coffee'

Then I will...

My two-minute step, said exactly

05 Make it easier to start

Small changes to your surroundings can matter more than willpower. Take one thing away that pulls you off course, and add one thing that helps you begin.

One friction I'll remove (e.g. phone in another room, extra tabs closed):

One helper I'll add (e.g. a 10-minute timer, working beside someone, things laid out the night before):

06 A kind reply for when I slip

Some days the plan won't happen. Decide now what you'll say to yourself when it doesn't. Kind and honest, not harsh. Then set the next start.

What I usually say to myself when I've put something off again:

What I'll say instead (what I'd say to a friend in the same spot):

How I'll restart (the next time and place I'll try):

07 My 7-day log

Each day, note whether you took a step, how you felt before and after, and what helped or got in the way. A day with no step still counts if you write down why.

[illegible]

When you're done, a moment to reflect

- What do I tend to put off most, and what feeling do those tasks have in common?
- When I finally started something I'd been avoiding, was it as bad as I expected?
- What would change if I treated a slip as information rather than proof I'm useless?
- Whose voice do I hear when I tell myself off for procrastinating?
- What's one task I could stop doing altogether, instead of carrying the guilt of putting it off?

Free worksheet from selfgrowth.org. Free self-growth worksheets for real life.

If things feel heavier than a worksheet can hold

These are self-reflection tools, not therapy. If you're struggling, especially if you have any thoughts of harming yourself, please reach out to someone now. In the US, call or text **988**. In the UK & Ireland, call **116 123** (Samaritans). Elsewhere, find a free helpline at findahelpline.com. If you're in immediate danger, call your local emergency number.