



FreshLife Coaching

Seminar Series

WORKBOOK

SEMINAR 1

**Move Beyond Procrastination™
and Get Things Done!**

Created and Narrated by Renate Reimann, Ph.D.

www.freshlifecoaching.com

All Rights Reserved in All Media © 2010 Renate Reimann

Introduction

Congratulations on deciding to move beyond procrastination.

You are among the many who wish to reduce the time and energy they are currently wasting on procrastination. All of us delay doing something on occasion and an estimated 20% of Americans consider themselves chronic procrastinators. Modern life has created so many demands and distractions that few can keep up day in and day out.

In my coaching practice, I have worked with hundreds of people who are successful, talented and energetic but still felt they were not reaching their full potential because of procrastination. In workshops and in one-on-one sessions, I took them on a journey of self-discovery and taught them techniques that moved them from stuck to finish. They have all made substantial improvements and most hardly ever procrastinate needlessly anymore.

I say “needlessly” because there are times when a delay is necessary. In my view, procrastination is a symptom, NOT a “disease.” It points toward unresolved issues rather than a flaw in your character.

In fact, I find that there are always “good” reasons why individuals procrastinate. Something inside or outside is unresolved, creating an underlying conflict. These intrinsic tensions are practical, psychological and sociological in nature. Once you are clear on what is causing your procrastination, you can use the techniques I discuss to address the underlying concerns and move on.

While listening to the seminar, I recommend keeping this companion workbook at hand for easy referral. It includes a track list, meditations and exercises. Also, have paper and pen ready to jot down additional ideas while listening to the recording.

There is no right or wrong way to proceed with the seminar. If you like, you can follow each step as laid out, stop the presentation to do the exercises and then return when you are done. Alternatively, you might want to listen to the entire CD straight through and then go back and work each segment step by step. Just follow your natural rhythm and enjoy the process.

Please feel free to tell me how the seminar has worked for you. Visit my website and leave your message on the contact page www.freshlifecoaching.com/contact and I will get back to you as soon as possible.

Now it's time to get started!

Track List

This is a list of all the tracks on the CD. At the end of some tracks you are asked to do an exercise or meditation. In those cases, the name of the exercise is indicated in italics below the track title. The page number behind each meditation or exercise corresponds with the page number in this workbook. All other tracks do not call for specific actions – simply listen.

- 1) Foreword 1:22
- 2) Introduction 2:59
Exercise 1: Benefits of Reclaiming Your Time (Page 5)
- 3) Overview of Reasons for Procrastination 0:39
Exercise 2: Areas of Procrastination (Page 6)
- 4) Practical Reasons for Procrastination 2:52
Meditation: How Do Practical Reasons for Procrastinating Affect Me? (Page 7)
- 5) Psychological Reasons 2:01
Meditation: How Do Psychological Reasons for Procrastinating Affect Me? (Page 8)
- 6) Sociological Reasons 2:01
Meditation: How Do Sociological Reasons for Procrastinating Affect Me? (Page 9)
- 7) Awareness Training 0:36
Exercise 3: Awareness Worksheet (Page 10)
- 8) General Techniques to Overcome Procrastination 4:38
 - SMART Goals
 - Reminder: Smart Goals (Page 11)*
 - Next Actions
 - Acting on Inspiration
- 9) Practical Techniques: Time 5:41
- 10) Practical Techniques: Scale 2:21
- 11) Practical Techniques: Resources 2:27
Break
- 12) Psychological Techniques: Dislike 2:57
- 13) Psychological Techniques: Fear 3:10
- 14) Psychological Techniques: Resentment 3:23
- 15) Sociological Techniques: Speed of Change 3:53
Meditation: Core Values (Page 12)
- 16) Sociological Techniques: Expansionism 2:19

Meditation: Core Needs (Page 13)

17) Sociological Techniques: Winning 2:39

Meditation: Strengthen Sense of Self by Expanding Social Networks and Following Personal Interests (Page 14)

18) My Beyond Procrastination Plan 0:47

Exercise 4: My Plan: Steps to Take This Week (Page 15)

19) Implementation: Awareness 2:59

20) Implementation: Patience 1:26

21) Implementation: Acknowledgement 1:29

Meditation: List Your Strengths & Apply Them to Your Procrastination Challenges (Page 16)

22) Closure 0:50

Track 1: Exercise 1

Benefits of Reclaiming Your Time

Imagine that you have freed up two hours a week because you are not procrastinating as much. What would it be like to have that wasted time back? What kind of pleasurable things can you do with these two hours?

REMEMBER: No matter how far behind you feel you are, you are not allowed to fill it with more work, chores or unpleasant tasks. These two hours are for you and only you! When ready, write down how you will enjoy your newly found free time.

The wonderful things I will do with my free time:

- 1)
- 2)
- 3)

This is when I will spend my free time to enjoy my life:

- 1)
- 2)
- 3)

These are the people with whom I would like to spend more time:

- 1)
- 2)
- 3)

Keep these notes close to you to remind you of the rewards waiting for you when you move past procrastination.

Track 2: Exercise 2

Areas of Procrastination

Please check off the areas in which you tend to procrastinate. Feel free to add others not mentioned here.

Work and Business

<input type="checkbox"/> Making important decisions	<input type="checkbox"/> Responding to client complaints
<input type="checkbox"/> Being on time	<input type="checkbox"/> Making cold calls to potential customers
<input type="checkbox"/> Billing clients in a timely fashion	<input type="checkbox"/> Being on top of business calls and emails
<input type="checkbox"/> Taking care of necessary paperwork	<input type="checkbox"/> Staying current on industry developments
<input type="checkbox"/> Addressing problems constructively	<input type="checkbox"/> Having a career or business plan in place
<input type="checkbox"/> Furthering good relationships with others	<input type="checkbox"/> _____
<input type="checkbox"/> Conducting performance reviews of staff	<input type="checkbox"/> _____

Finances

<input type="checkbox"/> Filing taxes on time	<input type="checkbox"/> Keeping up with accounting
<input type="checkbox"/> Having retirement planning in place	<input type="checkbox"/> Paying your bills on time
<input type="checkbox"/> Making sure cash flow is secure	<input type="checkbox"/> Investing money carefully
<input type="checkbox"/> Collecting debt owed	<input type="checkbox"/> _____
<input type="checkbox"/> Having a budget that works	<input type="checkbox"/> _____

Personal Relationships and Self-care

<input type="checkbox"/> Being home on time	<input type="checkbox"/> Eating well and healthily
<input type="checkbox"/> Spending time with partner and children	<input type="checkbox"/> Doing things that nurture creative and spiritual needs
<input type="checkbox"/> Maintaining friendships and family relations	<input type="checkbox"/> Doing things with others that are fun
<input type="checkbox"/> Making new connections	<input type="checkbox"/> Spending time on learning new things
<input type="checkbox"/> Taking care of personal appearance	<input type="checkbox"/> _____
<input type="checkbox"/> Exercising regularly	<input type="checkbox"/> _____
<input type="checkbox"/> Getting regular medical check-ups	<input type="checkbox"/> _____

Day-to-Day Chores

<input type="checkbox"/> Keeping your environment organized and clean	<input type="checkbox"/> Taking proper care of your car
<input type="checkbox"/> Making home improvements	<input type="checkbox"/> Maintaining a wardrobe that fits your needs
<input type="checkbox"/> Clearing out closets and basements on a regular basis	<input type="checkbox"/> Making sure that there is healthy food in the house
<input type="checkbox"/> Returning purchased items that are defective or do not fit your needs	<input type="checkbox"/> Cooking on a regular basis
	<input type="checkbox"/> _____
	<input type="checkbox"/> _____

Track 3: Meditation

How Do Practical Reasons for Procrastinating Affect Me?

Please take as much time as you need to deeply and fully consider how practical circumstances cause you to postpone important tasks and projects. Jot down your ideas below.

Time:

Scale:

Resources:

Track 4: Meditation

How Do Psychological Reasons for Procrastinating Affect Me?

Please take as much time as you need to deeply and fully consider how psychological circumstances cause you to postpone important tasks and projects. Jot down your ideas below.

Dislike:

Fear:

Resentment:

Track 5: Meditation

How Do Sociological Reasons for Procrastinating Affect Me?

Please take as much time as you need to deeply and fully consider how sociological circumstances cause you to postpone important tasks and projects. Jot down your ideas below.

Speed of Change:

Expansionism:

Winning:

Track 6: Exercise 3

Awareness Worksheet

Fill in this chart every time you procrastinate on something. Sometimes it is difficult to fill in all the blanks or even know that you procrastinated at the time. Use this worksheet to increase your awareness and do not worry if you are not clear on the specifics at times. Just fill in what you can.

Date, Day & Time				
What I Intended to Do				
My Feelings & Thoughts at the Time				
Justification for Procrastination				
What I Ended up Doing				
Resulting Thoughts & Feelings				
Consequences of My Procrastination				

Track 7: Reminder

SMART Goals

S	Specific	A clearly and succinctly worded goal is much more likely to be achieved than one that is vague. Being specific also involves answering basic questions such as who, what, where, when, which and why.
M	Measurable	Build concrete measures into your goal such as quantities and actions performed. They allow you to set benchmarks and track your progress.
A	Attainable	Make sure this goal is realistic. If you feel unsure, use the above who, what, where, when, which and why questions to make certain that it is possible to achieve.
R	Relevant	Is this goal relevant to your overall vision? If it is not relevant, achieving your goal will be a waste of time and energy since it does not add to what is ultimately important to you.
T	Timed	Give your goal a start and finish time. As we all know, having clear deadlines decreases the tendency to procrastinate. In addition, a timeframe firmly anchors a project in reality and gives it urgency.

NOTES:

Track 14: Meditation

What Are My Core Values?

Identify what you value the most. What is worth your time, energy and money? What are the attitudes, behaviors and things that make you stand up straight? For example, do you value freedom over safety or vice versa? On what would you spend your last \$20? Do you prioritize yourself or loved ones, necessities or pleasure? Take all the time you need and dig deep to unearth the guidelines that help you navigate the speed of change.

Track 15: Meditation

What Are My Core Needs?

Having your core needs met is essential to your well-being. Core needs run from food, shelter and safety to social connectedness and self-expression. Assuming that your basic needs for food, shelter and safety are taken care of, what is vital for your life to be pleasurable? Take as much time as you need to dig down to those core needs. Once you are clear on what you truly need, let the rest go. It only weighs you down.

Track 16: Meditation

Strengthen Sense of Self by Expanding Social Networks and Following Personal Interests

Which people and what activities and objects strengthen my sense of self?

People with whom I want to spend more time:

Activities I would like to do more often:

Objects that bring joy into my life:

Track 17: Exercise 4

My Plan: Steps to Take This Week

Week of _____

This week I focus on:

Only focus on ONE task/goal/behavior to tackle to avoid being overwhelmed.

These FEELINGS come up when I focus on my chosen task/goal/behavior:

Observe those feelings. Don't judge them. Write them down. Just let them be and then let them go.

These THOUGHTS come up when I focus on my chosen task/goal/behavior:

Observe those thoughts. Write them down and do not debate them in your head. Just let them be and then let them go.

This is my level of commitment to the chosen task/goal/behavior:

1. High commitment – continue to the next step
2. Medium commitment – continue to the next step
3. Low commitment – please return to the top and choose something you can stand behind firmly

To achieve this week's task/goal/behavior, I need to:

Diarize these NEXT ACTION steps on your calendar or electronic organizer. Add more if needed.

- 1.
- 2.
- 3.
- 4.
- 5.

At the end of the week, review what worked and which changes would be beneficial for the following week:

This works – do it again	New ideas to improve outcomes

Track 20: Meditation

List Your Strengths & Apply Them to Your Procrastination Challenges

My strengths are:

I can use my strengths this way to procrastinate less:

List of Resources

Procrastination

The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play by Neil Fiore, 2007 (2nd edition), Jeremy P. Tarcher/Penguin, New York, NY

Procrastination: Why You Do It And What To Do About It by Jane Burka & Lenora Yuen, 2008 (2nd edition), Da Capo Press, Cambridge, MA

Taming Your Gremlin: A Surprisingly Simple Method For Getting Out Of Your Own Way by Rick Carson, 2003, HarperCollins, New York, NY

Time Management

The Time Trap by Alec McKenzie, 1997 (3rd edition), AMACOM, New York, NY

Successful Time Management: A Self-Teaching Guide by Jack Ferner, 1995 (2nd edition), John Wiley & Sons, New York, NY

Organization

Getting Things Done: The Art of Stress-Free Productivity by David Allen, 2001, Penguin, New York, NY

Organizing from the Inside Out, Julie Morgenstern, 2004 (2nd edition), Henry Holt, New York, NY

Organizing from the Right Side of the Brain: A Creative Approach to Getting Organized by Lee Silber, 2004, Thomas Dunn Books, New York, NY

In addition, visit www.freshlifecoaching.com for the latest on overcoming procrastination.

Invitation

Please feel free to share your experiences and insights with me by visiting www.freshlifecoaching.com/contact.