

HOW TO GET THINGS DONE FAST

# PROCRASTINATION KILLER

## CHECKLIST



# Procrastination Killer Checklist

Everyone Procrastinate! What you need is a set of proven strategies and understanding of this habit in order to skyrocket your productivity in no time. This checklist will run you through the simplified steps and strategies to KILL procrastination at last!

## Chapter 1: The Science Behind Procrastination

People will always say how bad procrastination is before ever truly realizing why it happens. It is a natural approach which people rely on at the last minute. It is about how they will continually agree to take on another assignment before finishing the previous one. This is not about responsibility and whether the person can complete tasks or not. It is about wanting to take on a challenge and finish more assignments than the person next to them.

## **The Brain of a Procrastinator**

This happens because a battle between the limbic system and the prefrontal cortex occurs in the brain. The limbic system controls the amount of pleasure and relaxation that a person will naturally feel. The prefrontal cortex controls the amount of planning that the mind must go through. Simply put, when a person chooses to push back an assignment by either an hour or a day, the limbic system is taking over the prefrontal cortex. This situation often happens as people like going through the constant cycle of waiting until the last minute.

The reason the limbic system continues to be more in control and overpower the prefrontal cortex is because it is one of the older and more dominant parts of the brain. This system automatically runs through the process of strengthening itself more often than any other part of the brain. It is one of the first systems which develop inside the brain, responsible for keeping a person away from carrying out unpleasant actions.

## **Why Do We Procrastinate?**

The truth is, the action which leads to more relaxation tends to win each time. The closer a person approaches a due date, the more he begins to panic since he feels that he cannot relax as much. The moment this is felt, it is easier to keep the prefrontal cortex engaged. It is easier to continue each assignment since it is understood that there will be more pain the longer the person waits. This is one of the few times where both sides of the brain win. The prefrontal cortex gets to complete the assignment while the limbic system feels less pain.

Another reason a person procrastinates is because he feels a certain rush the longer he waits for an assignment to be completed. He is able to take on the challenge of finishing everything at the very last minute and feels rewarded by doing so. It is all about the idea of cutting it close but still being victorious at the end.

## **The Inner Struggle In Getting Things Done**

Since the hormone dopamine continues to run through the brain during these situations, it causes a person to lose his sense of control. He starts to form a battle within himself to see how much



self-control he truly has. While he knows that an assignment is due soon, he also knows that the intense feeling of waiting until the last minute is just right around the corner. He could choose to finish the assignment ahead of time to gain more time to relax later, or he could choose to relax first and push the assignment back to challenge himself to finish the assignment at the last minute.

Having self-control means that the prefrontal cortex and the limbic system are equally functioning. There are no boundaries to try and cross to have one side win over the other. Instead, they seem to work together to ensure the highest amount of efficiency within a person. While a person is in control of his mind and what he is doing at the moment, his reaction to the hormones is quite difficult to overcome. It is all about the feelings that would rather be felt – the victory at the last moment to feel the rush of dopamine in the mind or a calming sense of being ahead to strengthen the prefrontal cortex.

## **The “Fight-or-Flight” Response**

At this moment, the brain evaluates the choice using the “fight-or-flight” response. When it comes to choosing between doing an

assignment or not, the fight response in the amygdala would choose to do the assignment at that moment. The flight response would push the assignment back another day, and once again, instead of doing what needs to be done, the brain would choose to procrastinate.

Generally, the amygdala does not choose one side over the other, unlike the limbic system which always chooses relaxation. The amygdala chooses the side which allows the person to have the highest amount of safety.

Overall, the brain is in a constant battle between which side to choose. It will continue to evaluate the different variables to figure out whether to procrastinate or not. The brain will continue to crave for hormones every time a person chooses to procrastinate, and it will find more reasons to take on more assignments to continue feeling the rush of a challenge. Even though it feels good to wait until the last minute to achieve success, the best way to strengthen the prefrontal cortex is to practice stepping away from the habits of procrastination.

# **Chapter 2: How Procrastination Can Destroy Your Life**

## **The “Escape” Mechanism of The Brain**

Even though many things can be done throughout the week, the brain will continue to choose relaxation to ensure that the body is well-rested and that there is more dopamine in the system at the end. Since the mind will not always choose the best route to take, procrastination can be a bad thing to rely upon as it can damage your lifestyle choices.

## **The 4 Reasons Procrastination Can Be Devastating To A Person’s Life**

1. It Causes Him To Mismanage His Time
2. You Can Miss Certain Opportunities In Your Life
3. It Ruins Your Goals And Opportunities
4. It Will Cause You To Have A Lower Self-Esteem

# **Chapter 3: Manage Your Time, Manage Your Life**

When reading the information that is presented, think about what kind of worker you are. Imagine that you are a writer, a researcher, or a professor. These professions will have various timelines for assignments and different levels of intensity as to how to complete them. Depending on the kind of worker you are, one tip might work better than the other.

## **3 Steps To Stopping Procrastination**

1. To realize that you are indeed performing this habit
2. To understand why you are doing it in the first place
3. To learn more about anti-procrastination strategies

## **Procrastination Killer Tips For Chronic Procrastinators**

If you are a person who procrastinates because you are disorganized, then the above tips which aim to stop procrastination



will not apply to you. Instead, the tips that follow might work for you since they will show you how to get organized.

1. Write Down A Simple To-Do List
2. Set Priorities
3. Scheduling & Project Planning
4. Set The Time Required To Complete Each Individual Tasks

# **Chapter 4: How Highly Successful Individuals Overcome Procrastination**

## **What Makes Them Exceptional?**

To start, these people are no more than your average person. What makes them exceptional is the fact that they were able to overcome procrastination, and this achievement enabled them to go farther in life. They used to have the tendency to push off assignments and continue waiting until the last few minutes to get everything done. They noticed what was happening and decided to put a stop to it. The best part is that they decided to share their experiences by writing these tips, aiming to help other people succeed. To specify, these people are coaches, authors, productivity experts, entrepreneurs, and bloggers.

1. Mike Vardy
2. Darren Rowse
3. Erik Fisher
4. Tony Stubblebine

## Chapter 5: Good Vs. Bad Procrastination

From learning about how procrastination could be bad for you to seeing how it can sometimes be a good thing for you, this chapter will explain more about how it can be used to your advantage.

To start, we will explore the idea of pushing off assignments to double your level of productivity. At the beginning of this book, it was discussed that waiting until the last minute produces hormones which can force a person to work faster. At this point, you can use the same concept to manipulate your mind into working on a large task near the deadline to complete it in less time.

### **Leveraging Procrastination – How Procrastination Can Help You Get Things Done FAST**

1. Provides Energy Boost

2. Learn How To Be Focused
3. Delegate & Prioritize Tasks
4. Set Up A Work-Life Balance For Yourself

## **Bad Procrastination**

Procrastination becomes a bad thing when it causes a person to become more stressed than he was before. This will start to happen when he has too many assignments to work on and not having enough time to complete them before their deadlines. With a scenario like this, it is natural for a person to think if he is still doing the right thing. In the process, he is also losing sleep and slowly becoming malnourished. People will push things until the last minute thinking that they can get more sleep and relax more.

The reality is that a procrastinator will not be able to do an assignment which would normally take a person five hours to do in just an hour. The moment he starts to feel stress and anxiety after completing an assignment signifies that he has gone over the line. This situation arises when a person relies on procrastination too

much, simply trusting the idea of pushing back an assignment until the very last minute. When he starts to submit things on time even though he is procrastinating, he will start to use it more often and forget about deadlines.



# Chapter 6: Don't Be Afraid to Say NO!

The most important factor that will help you to avoid procrastination is not to allow yourself to fall into the habit in the first place. A person must be able to determine how much he has to do and how much he can take on in a day. While scheduling the tasks of the day can help, there is a limit to what he can do.

## **Be Bold – Say ‘No’ To Worthless Activities**

Assignments and projects aside, don't be afraid to say NO to any worthless activities that robs you of your time. Before you give in to anyone's demand, ask yourself this simple question, "Does this serve my higher goals and purpose?" If you instinctively say "No" to that question, don't hesitate any longer to walk away from it.

## **The Death of a “YES-man”**

Often times, people tend to be the “Yes-man” to others and are simply too afraid to turn down their offer even though they knew

that they were being taken advantage of, or what others are demanding them to do is a total waste of time.

Many believe that saying yes was the only option if they wanted to build connections, foster friendships and relationship. Above all, everyone wants to look like a “Nice and Agreeable” person, and saying “No” has such a negative connotation. They end up saying yes too often till others assume that it was their default setting to say yes, and began to take advantage.

So don't be afraid of the word “No”.

No is not a bad word. In fact, it's an appropriate word. It's okay not to do something that doesn't serve you at all. It's okay to put off activities that expend your time when you've other more important tasks in hand. The word “No” draws a clear boundary to make sure that others respect your time, limits, who you are as a person, and what's important to you.