

4 QUICK TIPS

FOR GETTING

UNSTUCK

By Erin O'Brien

Chief Encouragement Officer at Activate28

www.activate28.com

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Is this eBook for you?

Here are some common signs of procrastination. Which do you relate to most?

It has to be perfect
I don't know where to start
I keep putting it off
It's too big
I feel overwhelmed
It's too scary
I get so distracted

We all procrastinate from time to time. A little bit of procrastination is ok. But when you really, *really* should be doing something, how can you get unstuck?

If you suffer from procrastination, the 4 Quick Tips on the following pages will help!

Tip #1:

JUST SAY HELLO

What is it?

Ask yourself “How can I **JUST SAY HELLO** to the task?” In other words, “What is the *absolute minimum* I can do?” Then go do it!

When to use it?

When you’re feeling overwhelmed.
When you don’t know where to start.

Why does it work?

By focusing on the initial teeny-tiny step (and nothing more), you actually make a start. The first step is usually the hardest. Just like starting a conversation, the hardest step is to **JUST SAY HELLO**.

What can I use it for (and how)?

- *Any writing task*: Open a blank document and write a heading
- *Reading*: Pick up the book/article and just flick through the pages you need to read.
- *Cooking*: Go to the kitchen and take veggies out of fridge.
- *Exercise*: Put your shoes on and walk out the door.
- *Meditation*: Get out meditation cushion and sit for 1 min!

Tip #2:

CRAPPY FIRST DRAFT

What is it?

Also called a 'sloppy first copy', a **CRAPPY FIRST DRAFT** gets your ideas out of your head and onto paper! As the name suggests, a **CRAPPY FIRST DRAFT** has to be crappy. In fact, it's not allowed to be good! ;)

When do I use it?

When a task feels too big.

When you're in perfectionist mode (spending too much time looking for the 'perfect words' or the 'perfect layout').

Why does it work?

It gets you started. A **CRAPPY FIRST DRAFT** is better than nothing.

If your ideas are floating around your head, you often end up with 'analysis paralysis'. Once your ideas are on paper (or on the computer screen), you can actually do something with them!

What can I use it for (and how)?

- *an email*
- *a report or essay*
- *a love letter ...*

Write your **CRAPPY FIRST DRAFT** knowing nobody will read it! Once you've written your **CRAPPY FIRST DRAFT**, you can then choose to write a 'proper first draft' or edit what you've got!

Tip #3:

The 15* MINUTE RULE

*If you feel *really* stuck,
change it to the “5 Minute Rule”
instead 😊

What is it?

Choose one small action, set a timer for 15 minutes and see how much you can get done!

Don't worry about the big picture – use **THE 15 MINUTE RULE** to focus on the next 15 minutes.

When can I use it?

- When you don't know where to start.
- When you're feeling overwhelmed.
- When you're feeling distracted.

Why does it work?

Small chunks of time feel more manageable than a long stretch.

Our minds love a challenge. And there's nothing like a time limit to kick us into action.

What can I use it for (and how)?

- *Writing an essay or report:* For the next 15 minutes, write the introduction and first paragraph (a CRAPPY first draft!).
- *Doing reading or research:* For the next 15 minutes, read and highlight the first two pages.
- *Exercise (or meditation):* Set your timer for 15 minutes and get moving (or sitting, as the case may be!)

Tip #4:

AIM FOR 80%

What is it?

AIM FOR 80% means you cut yourself some slack and stop striving incessantly for perfection. Better *done* than perfect!

“80% out the door is better than 100% in the drawer”.

When to use it?

- When you're feeling overwhelmed starting or finishing.
- When you're a perfectionist!

Why does it work?

By **AIMING FOR 80%**, the pressure is off. It's surprisingly liberating it is to let go of that last 20%. It takes courage.

Warning! Don't over-analyse “80%”

Aim for “good enough”.

Your standards of “good enough” are more than most people's idea of “excellent”.

What can I use it for (and how)?

- *Writing a report or email:* **AIM FOR 80%** means accepting there'll be 'imperfections'. Embrace them!
- *Creating a website or marketing:* Isn't it better, launched and out there, attracting customers? The things you're worried about, most customers won't even notice 😊

So, what are you procrastinating on today?

Chances are, you're probably procrastinating on more than one thing. So, I dare you to do something radical.

Choose **ONE**.

Yes, one.

(And it doesn't have to be the 'perfect' choice either).

Write it here – either in pen or in your imagination.

ONE thing I'm procrastinating on today is ...

With this one thing in mind ...

Which one Quick Tip will help you?

1. Just Say Hello
2. Crappy First Draft
3. The 15 Minute Rule
4. Aim for 80%

(And, yes, there may be more than one tip that's helpful. Choose one. There's no perfect answer!)

The **ONE** Quick Tip that will help me most today is:

About me

Hi, my name is Erin. You might be thinking that I'm some time management whiz who doesn't understand anything about being stuck. (Ha! You should talk to my mum – she'll tell you about my many meltdowns when procrastination got a grip on me!)

I'm grateful that the days of BIG procrastination meltdowns and last-minute rushes are things of the past. I do still suffer from mini-stagnations, but they no longer keep me stuck.

Some days, when I get bogged down in the mud of procrastination, I need to psych myself up and ask “Which of the 4 tips do you need right now?”

I've helped over 900 people with procrastination and perfectionism, and the tips that you read about today are the Top 4 most popular. I hope they serve you too!



Erin O'Brien
Chief Encouragement Officer
Activate28
hello@activate28.com