

# CONQUER PROCRASTINATION AND LIVE LIFE TO THE FULLEST

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Use your human brain's ability to choose and you'll break the inner conflict between the voices of "You have to" versus "I don't want to." Use more of your brain and you won't procrastinate.

## I. LEARNING THE LANGUAGE OF PRODUCERS\*

While it is common practice to try to motivate yourself with statements such as, "I have to do it." "I have to get things done." Such statements loudly communicate to your mind, "I don't want to do it. Resist and rebel."

### FIVE STATEMENTS THAT DISTINGUISH PROCRASTINATORS FROM PRODUCERS

<u>Procrastinators</u>		<u>PRODUCERS</u>
1. <i>You Have to</i>	→	1. <b><i>I CHOOSE TO</i></b>
2. <i>Finish</i>	→	2. <b><i>START</i></b>
3. <i>Big and important</i>	→	3. <b><i>SMALL</i></b>
4. <i>Perfectly</i>	→	4. <b><i>HUMANLY</i></b>
5. <i>Pain, No Fun</i>	→	5. <b><i>GUILT-FREE PLAY</i></b>

Language of Procrastinators/ Workaholics:

You have to finish something big and important, do it perfectly,  
and suffer lots of pain and miss out on the good things in life.

Language of Producers and Peak Performers:

***I CHOOSE TO START ON ONE SMALL STEP, DO IT HUMANLY WITH PLENTY  
OF TIME FOR LIVING FULLY & GUILT-FREE PLAY.***

## II. Take a Leadership Role: Unite forces around a higher vision and values

The single most important characteristic of good managers is that they protect their employees -- protect their time, protect their dignity, and protect their careers.

-- Robert Townsend, former Dir. of American Express; author, "Up the Organization"

**To work with less stress and greater creativity you need a technique you can use on the job  
in the midst of stress to focus your energies in ONE MINUTE.**

You need the optimal performance skills gained from using the 4 C's of Effective Leadership:

- 1. CHOICE**
- 2. CREATING SAFETY**
- 3. COMMITMENT**
- 4. CENTERING**

**1. CHOICE:** Increase efficiency 100% and cut procrastination in half by simply *choosing* your next task. "Should" and "have to" messages cause ambivalence and loss of energy and motivation.

How will you adapt CHOICE to your way of working? \_\_\_\_\_

**2. CREATING SAFETY:** Only when you make your worth safe with you -- safe from self-abandonment self-threats -- can your body can focus efficient levels of energy on the task.

How will you CREATE SAFETY for yourself in your work and relationships? \_\_\_\_\_

**3. COMMITMENT:** If you want a goal, do you *choose* and *commit to* the PATH?

If you can't, let go of the goal because it's likely to lead to resentment, procrastination, and failure. What path will you commit to? Can you commit to and fully choose every step on the path to your goal?

**4. CENTERING:** Attempting to undo the past or anticipate danger in the future overwhelms you with anxiety and makes you ineffective. Only in the *present* can you focus your energy to confront the multi-tasking demands and distractions of today's high-pressured life. Feel the earth. Focus now! How will you use CENTERING on your next task?

**CENTERING EXERCISE -- Focus in 1 minute (12 breaths )**

- 1) 3 breaths to let go of thoughts & images of work from the past
- 2) 3 breaths to let go of thoughts & images of work in the future
- 3) 3 breaths to choose to be in the present with this work
- 4) 3 breaths to count up .... curious and interested about working from your CEO Self, using more of your brain cell power, and eager and ready to begin

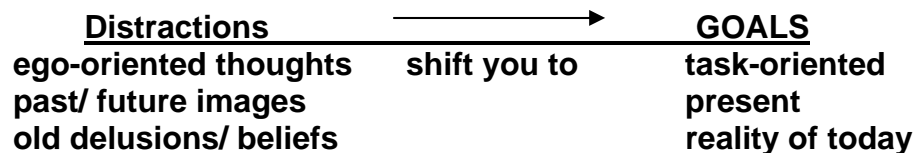
**III. Clarify Your Goals, Identify Your Distractions**

What are you procrastinating on? \_\_\_\_\_

What do you need to be doing that you're not? \_\_\_\_\_

What do you want to do that you're not? \_\_\_\_\_

What are you doing that takes time away from what you want or need to do? \_\_\_\_\_



**Choose: When, Where, On What you will start *today!* Even if . . . ?**

When? Day & Time \_\_\_\_\_ Where? \_\_\_\_\_ On What Task? \_\_\_\_\_

\* adapted from The Now Habit: Overcoming Procrastination by Enjoying Guilt-Free Play (Penguin, 2007)  
and Conquering Procrastination: How to Stop Stalling & Start Achieving-- CDs (Nightingale-Conant, 2006)  
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Additional speeches and seminars presented by Neil Fiore:

THE NOW HABIT AT WORK: Peak Performance On The Job  
TURNING STRESS INTO SUCCESS: Performance Under Pressure  
HOW TO MAKE A LIVING WITHOUT GIVING UP YOUR LIFE  
or The Art of Blending Your Business and Personal Life  
ENHANCED WELLNESS: Learning the Language of Your Body

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