Set a schedule for when you will complete the activity/task Do the activity you are putting off for 5 minutes Look at the Pros/Cons of completing the activity Break down the task you are Give yourself a reward for putting off in to small steps completing whatever you are and then tackle each step procrastinating Overcoming Procrastination **Delegate the task to someone** else:) Get an accountability buddy, tell them what you are going Admit that you procrastinate! to do and then check in with them later when you have completed the task Realize that it is appropriate to put some things off to a later time!

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