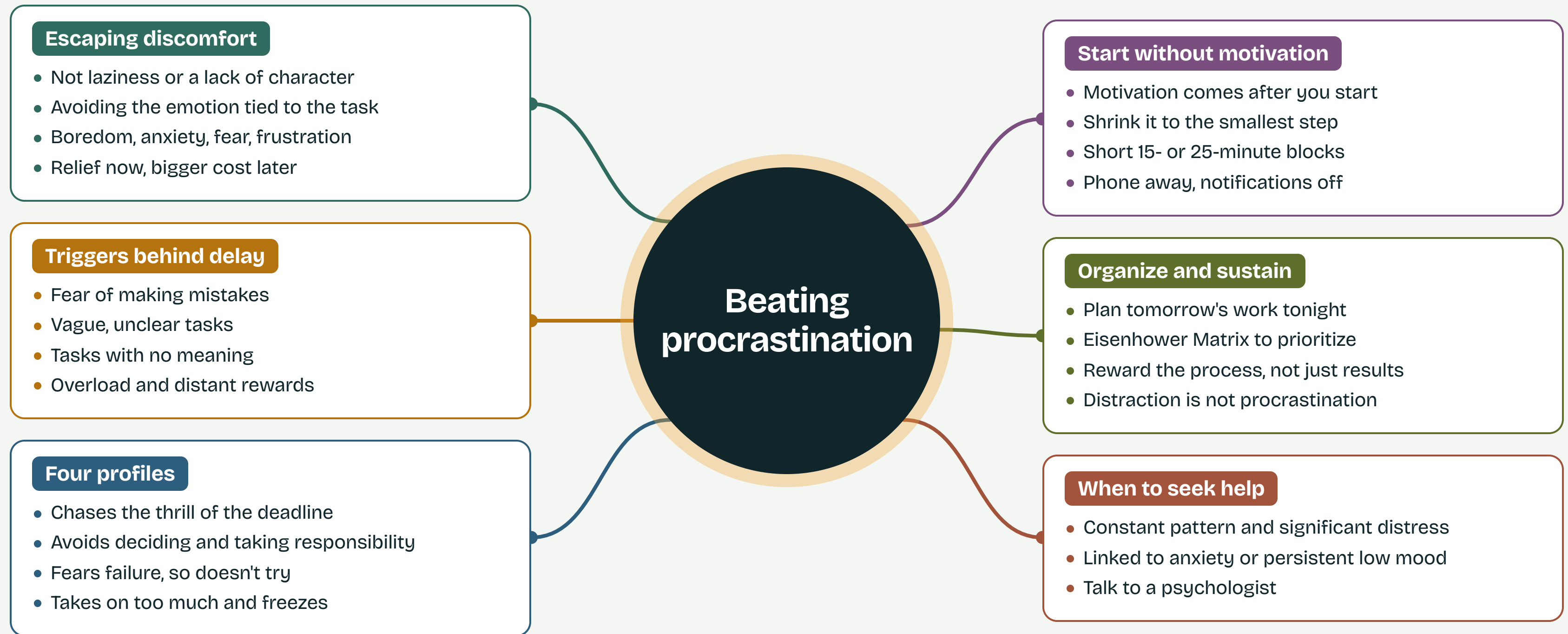


Procrastination: why you delay and how to beat it



Action plan

1

Identify which emotion you're avoiding in the task

2

Shrink the task to the smallest possible step

3

Turn off notifications and keep your phone out of reach

4

Work in a short 15- or 25-minute block

5

Acknowledge the effort of getting started

Key takeaway

Motivation usually shows up after you start: shrink the first step and face the emotion you're avoiding.