



**THE
ENTREPRENEUR'S
STEP-BY-STEP GUIDE
TO OVERCOMING
PROCRASTINATION**

**FIND OUT WHAT KIND OF
PROCRASTINATOR YOU ARE...
AND HOW TO FIX IT**

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⊕ **THE ENTREPRENEUR'S STEP-BY-STEP
GUIDE TO OVERCOMING
PROCRASTINATION: INTRODUCTION**

INTRODUCTION



CONGRATULATIONS ON TAKING THE FIRST STEP IN OVERCOMING YOUR PROCRASTINATION BOTH FOR YOU AND YOUR BUSINESS BY OBTAINING THIS STEP-BY-STEP GUIDE!

We have all been victims of procrastination at at least one point of our lives. I know exactly how it feels to not want to do something...

"I'll do it later" ...

"It's still not due for a while"....

"I don't feel like it right now"...

The excuses stop today! In this step-by-step guide you will learn specifically what your personal procrastination triggers are and how to combat them. Also you will learn how to translate this to your business as an entrepreneur and boost both your true productivity and more importantly your profitability.

The 5 Types of Procrastinators...



First things first...

Identifying the type of procrastination you personally experience is an essential step for you to fix the problem at its root.

There are 5 different types of procrastinators out there among us. The problem is we often do not know which kind of specific triggers affect us, or we are not being honest with ourselves about the triggers we think we may have.

And then once we do find out... we don't know how to eliminate these triggers.

The 5 types of procrastinators include:

- The Perfectionist
- The Ostrich
- The Self-Sabotour
- The Daredevil
- The Chicken

WHICH ONE ARE YOU? LET'S FIND OUT...

⊕ **STEP 1: WHAT TYPE OF
PROCRASTINATOR ARE YOU?**

THE PERFECTIONIST



PERFECTION, THE ALWAYS DESIRED BUT UNATTAINABLE GOAL.

OFTEN THIS LEADS TO PEOPLE BEING SCARED TO SHOW ANY IMPERFECTIONS,
EVEN THOUGH EVERYBODY WILL SHOW THEM HERE OR THERE.

CONSEQUENTLY, PERFECTIONISTS FREQUENTLY FAIL TO COMPLETE THINGS,
BECAUSE THEY ARE ALWAYS SEEKING THAT PERFECT TIMING OR APPROACH.

TASKS END UP NEVER BEING COMPLETED, BECAUSE IN THE EYES OF THE
PERFECTIONIST, THINGS ARE NEVER PERFECT ENOUGH.

The Signs That You Are A Perfectionist Type Procrastinator:

- **Doesn't Do Well With Deadlines**
- **Pressure Often Causes Stress**
- **Never Cuts Corners**
- **Has Difficulty Deciding Where To Start On A Project**
- **Worry About What Others Think**
- **Takes Work Very Seriously**
- **Never Quite Satisfied With Work Unless It Is "Perfect"**

⊕ **STEP 1: WHAT TYPE OF
PROCRASTINATOR ARE YOU?**

THE OSTRICH



AN OSTRICH PREFERS TO DREAM.

THEY SAVE THEMSELVES FROM HAVING TO DO THE HARD WORK FOR REAL, OR DEALING WITH ANY STRESS BY STAYING IN THIS 'DREAM' STATE.

DREAMING GIVES THESE TYPE OF PROCRASTINATOR'S A FALSE SENSE OF ACHIEVEMENT, IN THEIR MINDS, THEY ENVISION BIG, AMBITIOUS PLANS. BUT THEY OFTEN REMAIN JUST THAT....

DREAMS.

The Signs That You Are An Ostrich Type Procrastinator:

- **Buries Head In The Sand When It Comes To Deadlines**
- **Does Not Handle Stress Well**
- **Afraid Of Failure**
- **False Sense Of Satisfaction With Work & Projects**
- **Desire To Create Quality Work But Hesitant To Share Ideas**
- **Usually Indecisive**
- **Constantly 'Daydreaming'**

⊕ **STEP 1: WHAT TYPE OF
PROCRASTINATOR ARE YOU?**

THE SELF-SABOTEUR



A SELF-SABOTEUR HAS BOUGHT INTO THE LINE THAT 'IF I DO NOTHING, BAD THINGS WON'T HAPPEN...'

WHILE BACK IN REALITY, SELF-SABOTEURS HAVE DEVELOPED A FEAR OF MAKING MISTAKES OR DOING ANYTHING WRONG.

THEY STOP THEMSELVES BEFORE THEY EVEN HAVE THE OPPORTUNITY OUT OF FEAR AND LOW CONFIDENCE IN THEIR ABILITIES.

The Signs That You Are A Self-Saboteur Type Procrastinator:

- **Constantly Struggling With Deadlines**
- **Stress Often Doesn't Bother Them**
- **Quality Of Work Matters But They Often Have Trouble Starting**
- **Doesn't Really Care About What Others Think Of Them**
- **No Problem Making Big Decisions**
- **Low Confidence In Abilities But Doesn't Show It**
- **End Up Sabotaging Themselves Because Of Fear Of Failure**

+ **STEP 1: WHAT TYPE OF
PROCRASTINATOR ARE YOU?**

THE DAREDEVIL



DAREDEVILS ARE THOSE WHO BELIEVE THAT DEADLINES PUSH THEM TO DO BETTER...BUT IN REALITY IT ENDS UP HURTING THEM

INSTEAD OF CREATING A SCHEDULE TO COMPLETE THEIR WORK – THEY PREFER TO ENJOY TIME DOING THEIR OWN THING BEFORE THE DEADLINE COMES AROUND.

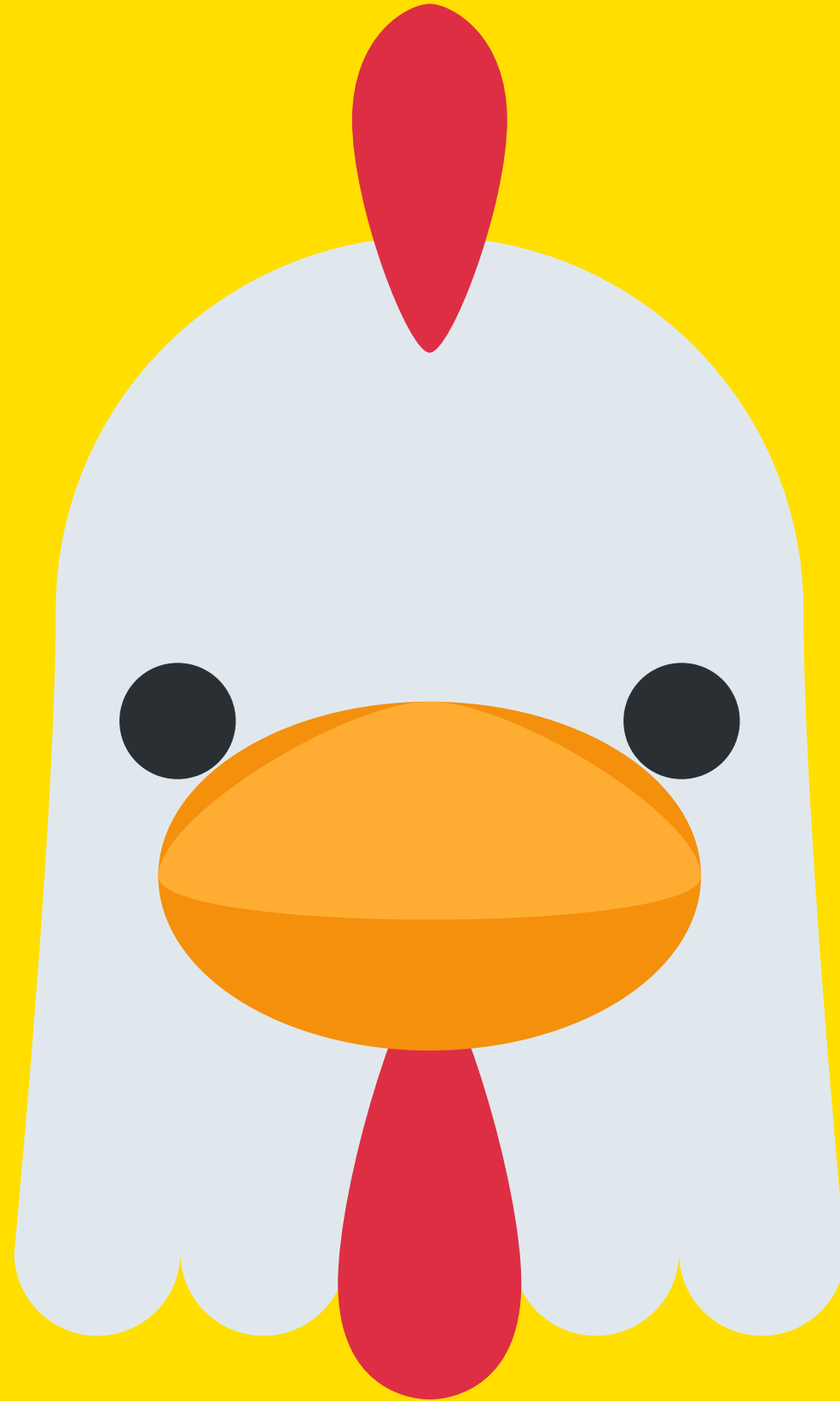
OFTEN THEY SACRIFICE THE QUALITY OF THEIR WORK BECAUSE THEY END UP HAVING TO RUSH THE FINAL PRODUCT.

The Signs That You Are A Daredevil Type Procrastinator:

- **Tends To Wait Until The Last Minute To Finish Tasks/Projects**
- **Somewhat Lacks Quality In Work, "As Long As It Gets Done"**
- **Does't Consider Much What Others Think Of Them**
- **Has Some 'Leadership' Qualities But Does Not Utilize Them To The Best Abilities**
- **Believes That Starting Early Will Sacrifice Their Time For Pleasure**
- **Prefers To Do Things Their Way Even If It May Not The Best Way**

⊕ **STEP 1: WHAT TYPE OF
PROCRASTINATOR ARE YOU?**

THE CHICKEN



CHICKENS LACK THE ABILITY TO PRIORITIZE THEIR WORK.

THEY DO WHAT THEY FEEL LIKE THEY SHOULD DO, RATHER THAN THINKING THROUGH WHAT THEY REALLY NEED TO DO...

THIS IS WHERE PRIORITIZING TASKS COMES INTO PLAY, IT TAKES EXTRA TIME, SO "CHICKENS" WILL FEEL IT'S NOT WORTH IT.

THEY SEEM TO ALWAYS BE BUSY ON LOW-IMPACT TASKS, BUT SEEM OBLIVIOUS WHEN IT COMES TO URGENT, HIGH-IMPACT TASKS.

The Signs That You Are A Chicken Type Procrastinator:

- **Poor Prioritization Skills**
- **Tend To Do Busy Work Instead Of Important Tasks**
- **Lets Other People Take The Heat When It Comes To Failures**
- **Never Knows When They Should Start The Project**
- **Worry About What Others Think About Them**
- **Trouble Making Important Decisions**
- **Scared To Take Initiative Due To Fear Of Failure/Consequences**

Step 2: Facing Your Triggers & Getting Rid Of Them



Now that we have identified the type of procrastinator you are, lets move on to step 2...

Whether it's fear of failure, overwhelming feelings, avoidance or convincing yourself you're just too busy to get something done...

You CAN improve your ability to be productive by identifying and eliminating your procrastination triggers.

In This Step You Will Learn To:

- Re-clarify Your Goals (Perfectionist)
- Do The Difficult Tasks First (Ostrich)
- Create a "To-Do" & "Not-To-Do" List Each Day (Self-Saboteur)
- Create A Timeline With Deadlines (Daredevil)
- Break Tasks Into Bite-Sized Pieces (Chicken)

LET'S ELIMINATE THESE TRIGGERS!!!

⊕ **THE ENTREPRENEUR'S STEP-BY-STEP
GUIDE TO OVERCOMING
PROCRASTINATION: HOW TO GET RID
OF YOUR SPECIFIC TRIGGERS**

GETTING RID OF YOUR SPECIFIC TRIGGERS...

For Perfectionists: Re-Clarify Your Goals

Much of the time procrastination tendencies form simply because we've modified our goals. Just like we are ever-changing, so are our wants in life. Look over your goals and ask yourself if they're still what you want. Take time out to regroup and ask yourself what you really want to achieve:

- What steps do you need to take?
- Is what you're currently doing reflecting what you want?
- What do you need to change?
- Write things down, scribble them out and rewrite.

For Ostriches: Do The Difficult Tasks First

- Everyone may not be a morning person, but in fact the beginning of the day is when your brain is most productive. Use this valuable window of time to get the more important tasks done.
- When you leave your difficult tasks to later, you're much more likely to put it off later because you're now tired and lack motivation.
- Keeping yourself busy with simple tasks at the beginning of the day such as reading all your new emails gives you a false sense of being productive!

For Self-Saboteurs: Create A "To-Do" List & "Not-To-Do" List

- Writing things down is powerful and psychologically increases your need to get things done.
- Every day, start the habit of creating a list of the tasks you know you'll try and avoid. By doing this, it brings these 'difficult' tasks to your mind's attention instead of keeping them locked away somewhere in your avoidance "realm of your brain".
- Remember how satisfying it feels to check off a completed task and actually be productive.

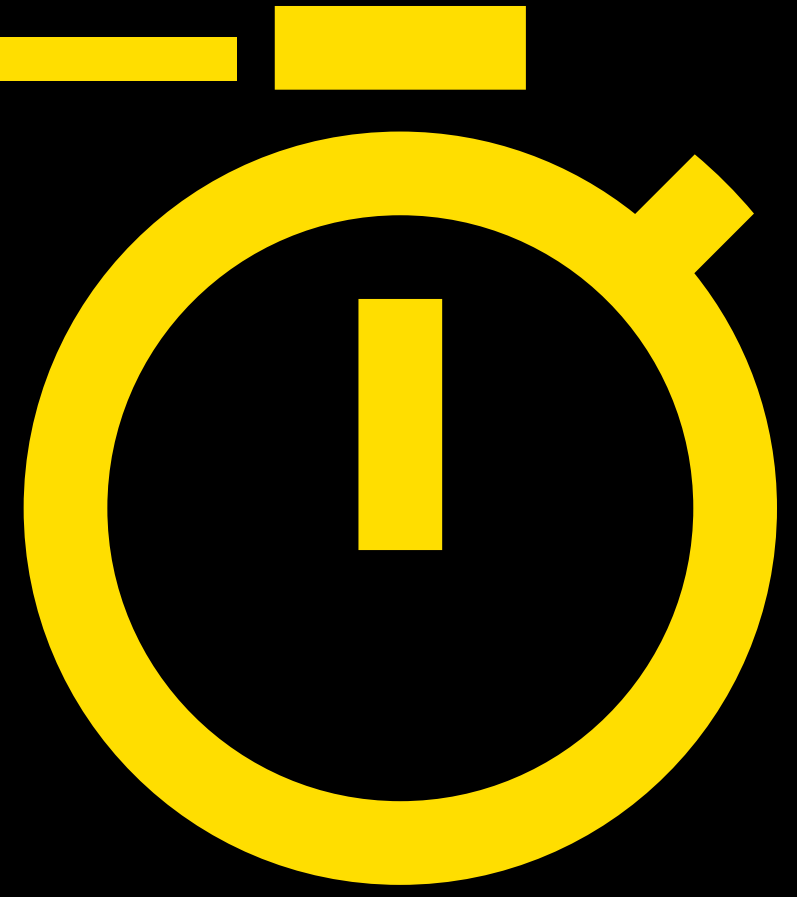
For Daredevils: Create A Timeline With Deadlines

- Most tasks have specific deadlines which seems like a good idea. But this is basically an open invitation for procrastination for daredevils.
- It's even worse if it is a self-created deadline with no pressure, we tend to justify pushing it back each time it comes into sight and feel we haven't yet done 'enough' to get there.
- What you need to do is to create a bigger timeline within that, establish deadlines along the way, opposed to one deadline. The beauty of this is in that each deadline completion is dependent on the next. It keeps you on track and keeps you accountable for being in alignment with the overall timeline.

For Chickens: Break Tasks Into Bite-Sized Pieces

- A lot of the procrastination comes from just the overwhelming thoughts.
- Sometimes projects/tasks can feel too big to tackle and we don't know where to start. This becomes especially true if our goal is too vague and lacking direction.
- Break down the bigger tasks into smaller ones and turn them into daily or weekly goals. Smaller steps may seem like a slower approach to achieving a goal, but it often leads you to complete it much more quickly to because of the powerful momentum you get going.

Step 3: Take Planned Breaks



Sometimes we can't help it...

The human brain isn't designed to work continuously on the same task and this could be one of the reasons for procrastination.

Make sure you take regular, scheduled breaks away from your task so that you can come back refreshed, ready, and more productive.

A break as short as 5 minutes is enough to keep your mind sharp and fights off the fatigue we all know too well.

REMEMBER TO TAKE A BREAK!!!

Step 4: Reward Yourself

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It's important to give yourself a pat on the back and reward yourself for achieving even the small tasks...

It will give you a sense of motivation and releases those feel-good emotions that will propel you on to achieve even more.

Make sure your reward is proportional to the task you completed, so for example a bite-sized task done gets you a cup of your favorite candy or snack.

Then plan a weekend away or fun activity for the bigger stuff.

Why else are you working?! Enjoy the rewards of your hard work.

REWARD YOURSELF FOR YOUR HARDWORK!!!

Step 5: Keep Track Of Time In A Smart Way



To prevent the bad habit of procrastination from coming back, you must keep track of the time you spend every day.

If you have a clear idea of where you are spending your time, you will always be able to view your productivity at the end of the day and know which areas to improve.

It's not easy to keep track of every minute you spend throughout the day...

Luckily, we have the ultimate tool for that already developed, Timebank GPS

Learn more about the ULTIMATE TOOL on the next page...

⊕ **THE ULTIMATE BUSINESS TOOL:
TIMEBANK G.P.S.**

THE ULTIMATE BUSINESS TOOL: TIMEBANK G.P.S.



- THE TIMEBANK G.P.S. (GROWTH PROFIT SYSTEM), WILL CREATE A TREMENDOUS IMPROVEMENT FOR BOTH YOU AND YOUR BUSINESS IN PRODUCTIVITY AND MORE IMPORTANTLY PROFITABILITY.
- IT HAS THE ABILITY TO 10X YOUR BUSINESS IN 10 MONTHS OR LESS!
- IT GETS YOU A CATEGORIZED BREAKDOWN OF HOW YOU SPEND YOUR TIME AND HELPS YOU TO FIND OUT HOW MUCH TIME YOU'RE REALLY SPENDING BEING PRODUCTIVE AND OF COURSE PROFITABLE.
- TIMEBANK ALSO HAS THE ABILITY TO SHOW YOU EXACTLY HOW TO COORDINATE YOUR SCHEDULE TO MAKE THE DESIRED INCOME THAT YOU ARE STRIVING FOR!!
- SHOWS YOU EXACTLY HOW TO BLOCK YOUR BIGGEST DISTRACTIONS AND SPEND MORE TIME COMPLETING THE TASKS TOWARD YOUR BIGGEST GOALS AND TOWARDS MORE MONEY.
- THIS WILL BRING YOUR BUSINESS TO THE NEXT LEVEL!

**CHECK YOUR EMAIL FOR A FREE WEBINAR INVITE TO LEARN MORE
ABOUT TIMEBANK G.P.S. & HOW IT CAN TAKE YOUR BUSINESS TO THAT
NEXT LEVEL!!!**

⊕ **THE ENTREPRENEUR'S STEP-BY-STEP
GUIDE TO OVERCOMING
PROCRASTINATION: CONCLUSION**

CONCLUSION



I MUST COMMEND YOU ON TAKING THIS NEXT STEP TO A BETTER YOU & ALSO A BETTER BUSINESS!

SMASH PROCRASTINATION

Procrastination affects all of us for many reasons and only you can truly know for yourself what these triggers are.

Understanding the source of your avoidance tendencies is instrumental in changing from being stressed and frantic with time, as opposed to calm and in control of your time.

Now that you have...

- #1: IDENTIFIED YOUR PROCRASTINATION TYPE
- #2: GOT RID OF YOUR SPECIFIC TRIGGERS
- #3: PLANNED BREAKS INTO YOUR SCHEDULE
- #4: LEARNED TO REWARD YOURSELF
- #5: LEARNED TO KEEP TRACK OF TIME IN A SMART WAY

...You are much more in control of your time and business than before & we can offer you COMPLETE CONTROL of your time, productivity and most importantly profitability with the TIMEBANK G.P.S. (GROWTH PROFIT SYSTEM). The possibilities are endless...

WE ARE READY TO HELP YOU IMPROVE TO THE NEXT LEVEL OF BUSINESS NOW! LET US KNOW WHEN YOU ARE! THANK YOU!