



DISTINGUISH PREPARATION FROM PROCRASTINATION

Use this sheet to determine if your preparation is necessary or a form of procrastination.

- 1 Identify the task you're preparing for.
- 2 List the materials or information you already have.
- 3 Ask: What specific barrier does this preparation remove?
- 4 If a barrier is named, proceed with preparation.
- 5 If no barrier is named, start the task immediately.

MAKE IT YOURS

My one move this week: _____

When and where, exactly: _____

My witness (one person I told): _____

I showed up:

☐

MON

☐

TUE

☐

WED

☐

THU

☐

FRI

☐

SAT

☐

SUN

What I noticed this week:

Preparation is only useful when it removes a real barrier.