Steps you can take to get yourself out of procrastination and into progress

1. **Project/Task:**
   - Are you working on it?
     - **YES**
     - **NO**

2. **Recognizing Excuses**
   - What are you doing instead?
   - How are you justifying NOT getting to work?

3. **What are the underlying reasons? (see “6 Reasons that People Procrastinate”)**

4. **What does progress look like? What’s your goal?**

5. **Strategies to break your inaction/procrastination: (see “Motivation Techniques”)**