

# OVERCOMING PROCRASTINATION: CHANGE 1 HABIT

## 1. Reducing Stress

Learning to Control Anxiety

## 2. Habit Changing

Creating Productive Habits vs. Poor Habits

## 3. Taking Action

Changing 1 Habit for a New Successful You

## 4. Technology Options





#1

**REDUCING STRESS**

**LEARNING TO CONTROL ANXIETY**

**LEARNING TO RELAX CAN  
HELP YOU CHANGE YOUR LIFE!**



# BREATHE TO KEEP CALM

To a Count of 3

Breathe In S-L-O-W-L-Y  
Through your Nose

Breathe out  
S-L-O-W-L-Y  
through your mouth

As you continue to breathe  
Think of a place that is peaceful for you  
Gently sweep away disrupting thoughts  
Let your body relax

As you get more relaxed, you can envision what you would like to change or accomplish from a distance  
How can you make it easier for yourself to just 'show-up' and start  
Just showing-up and starting deserves a big cheer  
Practice breathing daily

Once you've perfected your breathing choose to tune into yourself and evaluate where your calm is sitting? Is it sitting at your belly button level? Do you feel a little anxiety rising in you?  
Take a moment to pause take in two deep cleansing breaths in a very slow manner.

# BREATHING WILL OPEN YOUR MIND TO CHANGE

BREATHING helps us bring energy to our brains

BREATHING helps us face challenges more easily

BREATHING makes us more positive

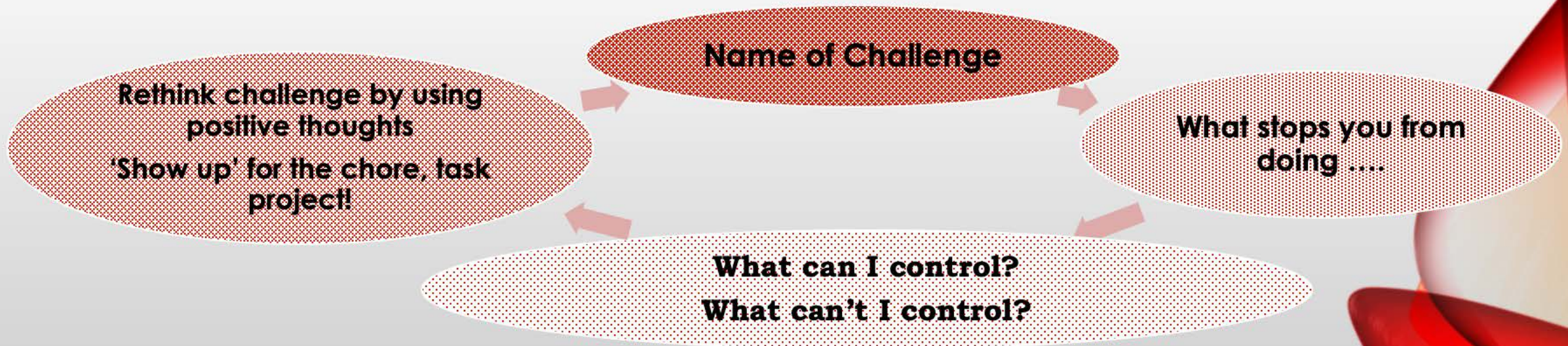
CHOOSE TO PRACTICE BREATHING AND PAUSING

INCREASES YOUR PRODUCTIVITY LEVEL

# PRODUCTIVITY MAPS

A/K/A

## MIND MAPS



✓ REDUCING  
STRESS

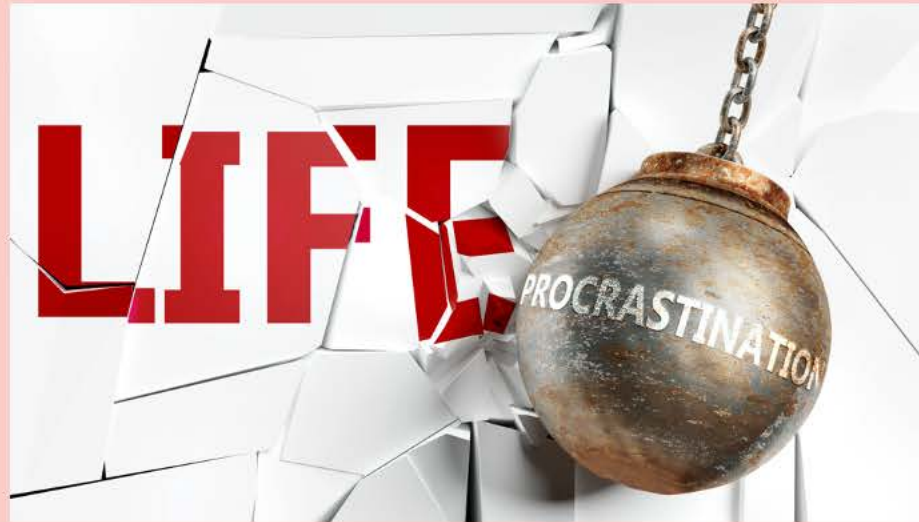
■ HABIT  
CHANGING



## 2. HABIT CHANGING

**CHOOSING PRODUCTIVE HABITS  
VS. POOR HABITS**

# PROCRASTINATION

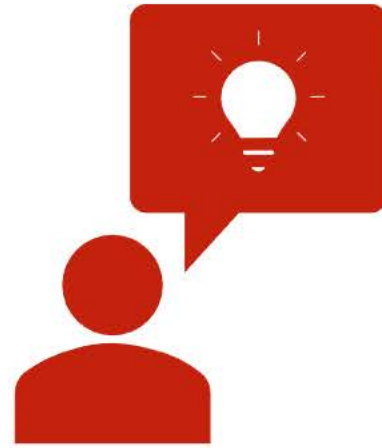


**Do you find yourself procrastinating when facing a chore, task or project?**

# THE EXCUSES WE TELL OURSELVES



- ☐ I can do it tomorrow
- ☐ It will only take a minute
- ☐ I don't need to write that down
- ☐ I can stay up a little longer
- ☐ I won't forget to do it
- ☐ I am too busy to plan
- ☐ I don't like having a schedule
- ☐ Routines can be boring
- ☐ **What's your excuse?**



# WHAT IS YOUR PROCRASTINATION STYLE

**Although you may not think of yourself as a 'procrastinator'**

**let's explore a list of styles to see**

**if any one of these styles resonate with you.**

# Procrastination Styles

## Perfectionist

very detail-oriented, need to get it “just right”, easily upset with mistakes

## Dreamer

laid back, mellow, “hanging out”, often fail to follow through

## Worrier

maximize problems, minimize their own abilities, difficulty leaving “comfort zone”

## Crisis maker

perceived emergency provides motivation, will wait until the last minute

## Defier

passive or active, sarcastic, argumentative, use delaying tactics

## Pleaser

put in too much work, say yes to many things, can't focus on priorities

## WHY DO WE TRY TO BE PERFECT?

**Everything we  
learned from  
our**

parents

schools

**Taught us that we  
should be able to do  
everything well, with  
no mistakes, and  
always be the best!**

our peers

social media

religious and cultural  
beliefs

***In other words we are wired to think  
this way!***



# **PERFECTIONISM IS A MYTH**

**We Set High  
Standards  
for Ourselves**

**(& possibly for others)**

**We Criticize  
Ourselves**

**(& possibly others)**

**We Judge our  
Self-Worth  
Based on  
What We Can  
Accomplish**

**In other words,  
we set ourselves up for failure.**

# TIME BUSTERS

## DISTRACTIONS IN LIFE

❖ **Speaking on the phone**

❖ **Video calling**

❖ **Facetime**

**Facebook, Twitter**

❖ **Games on our cell phones**

❖ **And more**



## HOW DO WE CHANGE A HABIT?

- **Identify your poor habit**
- **Think about how your habit is serving you? Is it a positive or a negative?**
- **Think of a productive habit (alternative to poor habit)**
- **What are the triggers for poor habits? How can you remove these triggers**
- **Envision making a change while breathing or during a pause or mapping it out**
- **Increase your positive self-talk**
- **Accept that it takes time to make changes**
- **Practice your new habit and put it to use**

**BREAK**  
THE BAD **HABITS**  
**AND MAKE**  
*better ones*



# **RANDOM POINTS TO PONDER**

**Interruptions by family or friends**

**Creating a wall preventing you from doing the work**

**Successful in some areas and not in others  
(automatic thinking)**

**Overthinking is known to increase both anxiety  
and depression**



# THE DREAMER



**Day-Dreaming can help someone cope with the challenges of life.**

**Controlled day-dreaming allows us to envision the goals we have set for ourselves.**

**While day-dreaming, you can learn how you can break down your goals into small manageable chunks.**



I WORRY I  
DON'T HAVE  
SOMETHING  
TO WORRY  
ABOUT.

Kevin Spear

# THE WORRIER

**The worrier can help themselves by redirecting their thinking.**

**The worrier can use positive self-talk.**

**The worrier can grow by leaving their comfort zone.**



**REDUCING STRESS**

**✓ HABIT  
CHANGING**

**☐ TAKE ACTION**

**#3**

**TAKE ACTION**

# TAKING ACTION



**Now that you are ready to change:**

What are your new ***Intentions?***

How will you ***Implement*** these intentions to reach your goals?

# WHAT ARE THE MOST IMPORTANT STEPS TO REACH YOUR PERSONAL BEST?



# WHAT HAPPENS WHEN WE FORGET?



**BEING FORGETFUL PLAYS  
A HUGE ROLE IN NOT  
GETTING WORK DONE**



**NEUROPLASTICITY –  
CAPACITY TO LEARN  
NEW THINGS**

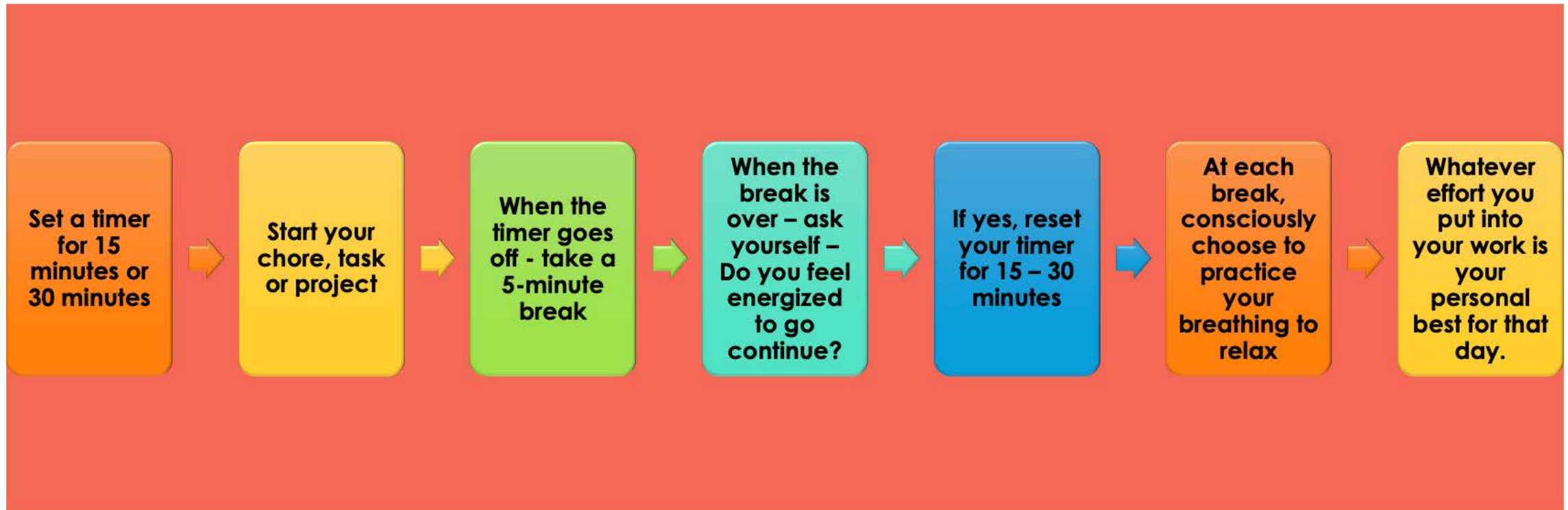


**USE THE FIVE-STEP  
PRINCIPLE TO  
GET STARTED**



**USING TECHNOLOGY  
FOCUS ASSESSMENT  
PLAY ATTENTION**

# USE INCREMENTS OF TIME TO PACE YOURSELF AND REDUCE BURN OUT



# RECAP



**PAUSE**  
to keep your calm



**REDUCE STRESS** by  
breathing



Find your **CALM**



**CREATE**  
**PRODUCTIVE**  
**HABITS**

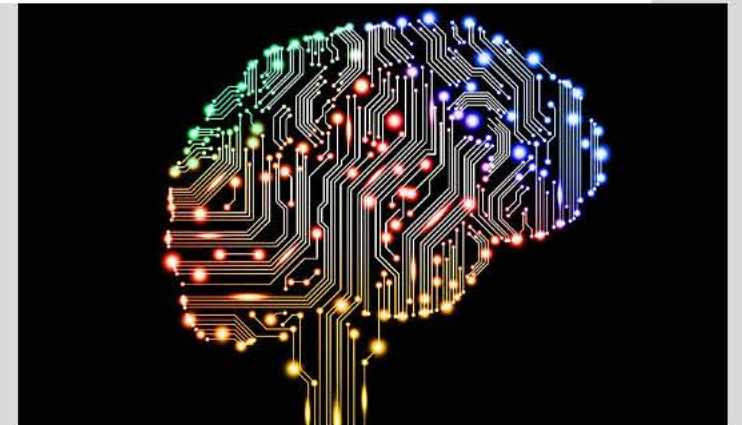
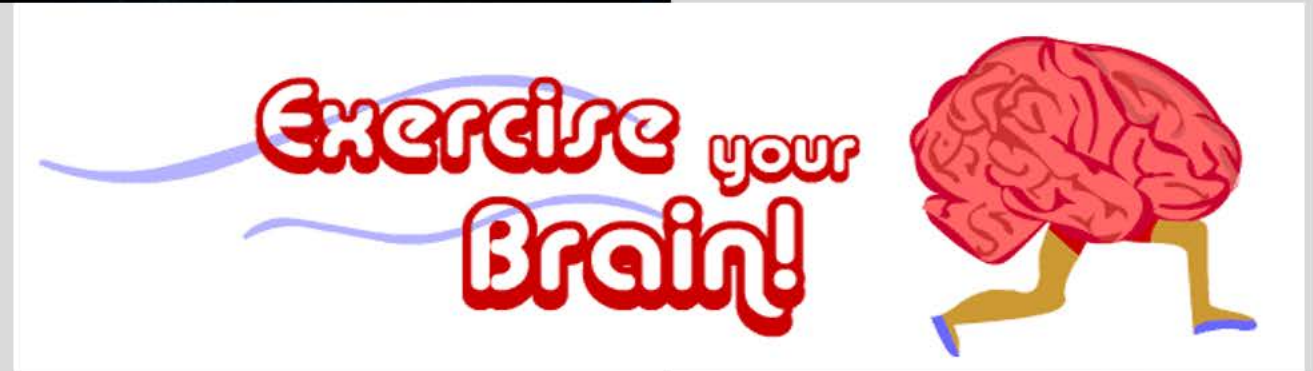


**USE THE 5-STEP**  
**PRINCIPLE**



**TAKE ACTION**

- ✓ REDUCING STRESS
- ✓ HABIT CHANGING
- ✓ TAKE ACTION
- ☐ TECHNOLOGY  
OPTIONS





**“Education**  
is not the learning  
of facts,  
but the **training**  
**of the mind**  
**to think.”**



**PLAY ATTENTION**  
CERTIFIED PROVIDER

# What do ADHD, Autism and Dementia have in common?

**All of the above can be permanently improved by a neurotechnology called Play Attention.**

## **What is NeuroTechnology?**

**It is a technology that is designed to improve and repair brain function.**

The integration of an armband to the Technology allows us to read brain signals that tell us how much attention you have.

These brain signals control our computer games, so your mind literally becomes the mouse or joystick! Your eyes move the objects on the screen.

# WHAT IS PLAY ATTENTION?



**Play Attention is a customized program that integrates NASA inspired technology with cognitive skill training and behavior shaping to improve executive function and self-regulation.**



**Play Attention takes attributes like hyper focus, high energy, creative thinking, strong emotions, and risk-taking and harness them to take control of life.**



**These games not only teach you to improve attention, but also to ignore distractions, develop memory skills, finish tasks, and become organized. These games are helping people with early cognitive decline such as Dementia.**

# A THOUGHT

If your  
Brain is  
your vessel

and you are  
the Master  
of your ship

and Captain  
of your  
thoughts..

**...Then you can choose to change  
poor habits into productive habits!**

# FOCUS ATTENTION TESTS

What is your focus ability



How can we address your focus issues if we don't have a baseline?



4 Constructs

Consistency

Performance

Impulsivity

Distraction

- Visual
- Audio



**FREE OFFER**

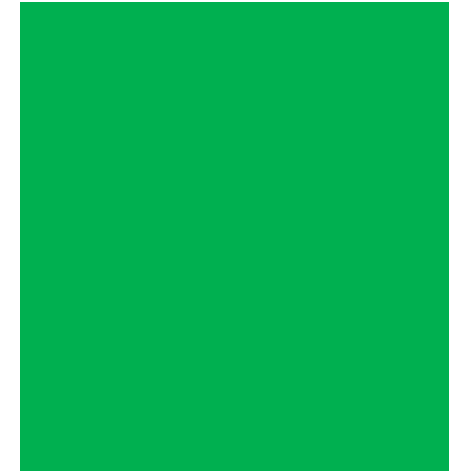
**A Free FOCUS Assessment test.**  
*You can take the test in the privacy  
of your own home*


**We hope that you will now:**

**1. Breathe To Relieve Your Stress**

**2. Change 1 Habit**

**3. Embrace Your Personal Best**





**PLUS**  
**\$5.00 off**  
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**Change 1 Habit:**  
**To Reduce Procrastination**

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