



Topic:  
Overcoming  
Procrastination

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# LIFETIME COACHING, LLC

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NATIONAL BOARD CERTIFIED HEALTH & WELLNESS COACH

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# Overcoming Procrastination

As coaches, we often hear the need from our clients to help overcome their procrastination. Procrastination is a subtle form of resistance and resistance is typically a symptom of fear. Both fear and resistance are normal aspects of life but can have some dire consequences if not addressed, such as: not getting things done, being stuck in a rut, or living with regret. The following 7 Steps for overcoming procrastination have been cultivated over the years, firstly in my role as an academic counselor for college freshmen and lately as a Health & Well-Being Coach with private clients. Enjoy and share widely!

## Be Kind

01

Instead of calling yourself lazy, how about gently asking yourself, what do I need to do next? An academic article\*shared that procrastination is not a productivity issue, it's a self-compassion issue. Masterful coach, Mel Robbins, tells her procrastinating clients to high-five themselves in the mirror. Take it easy, silence the perfectionist/inner critic, take a breath, and gently ask yourself, what's next?

## Simplify

02

Very few things are more annoying, stress-inducing, and frustrating than not being able to find something when you need it. Right? Lower the friction by first eliminating the clutter and finding a home for things you need.

**Example:** You are a professional photographer and you create a grab-and-go kit for your gigs that you prep the night before or you are a project manager and decide to delete emails daily.

## Start a morning or evening power hour

03

To add to step #2 above, once you get into a rhythm of eliminating what you don't need and finding a home for the things you do, carving out time for a morning or evening routine will help tremendously with your productivity. What are your non-negotiables for having a great day?

**Example:** Creating a list? Meditating? Getting up before the family? Doing the easy things first? Doing the hard things first?



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## Try a productivity hack to set up small milestones

04

How do you eat an elephant? One bite at a time. There are so many of these hacks out there! (see resource page below) It's about finding what works for you to break down big tasks into smaller ones and stay focused over the long haul. Do you enjoy checking off to-do lists? Do you do better with a wall calendar? How about a Pomodoro timer\*? I have used the same digital Eisenhower Box\* for years which helps me prioritize my tasks. Find something and go with it!

## Delay the instant gratification

05

This harkens back to the controversial Marshmallow study. Regardless of your take on the value of delaying gratification, it goes without saying there is an absolute NEED to build boundaries around technology distractions in today's world. Saying no can be a challenge. My brother and I talk about this all the time. We were the last generation to know what it was like to be without a computer or a phone.

**Tip:** Use your focus tool (the do not disturb option on your iPhone or Mac computer), enjoy the snack after the task is done, practice saying no, etc.

## Manage your emotions

06

This one is a biggie! Many of my prior college students and current coaching clients struggle with managing their emotions. Their emotions get the best of them and run the show. It's good to ask, who is in charge here? Emotions are fleeting and meant to be acknowledged and let go.

**Example:** Change your workstation\*, or take a different road to work. If you find releasing stuck emotions to be a challenging process or if you need support in developing your emotional intelligence, I recommend getting support from a licensed counseling professional or a trained coach.

## Just Do It!

07

5-4-3-2-1 Go! Mel Robbins' method counts down from 5 to cut through anxiety/fear and just do it. I've got a great quote to share from Madeleine L'Engle, the award-winning writer, and poet who produced more than 60 books during her career, on inspiration: "Inspiration usually comes during work, rather than before it." Understand your values, set some noble goals\* and go for it!



# Overcoming Procrastination

Below is a list of resources that inspired the list above. Do you need more support managing stress levels, discovering your purpose, or developing new habits to stay strong while you self-change? Book a complimentary session to learn more about my one-on-one and group coaching options.

## \*Resources:

1. Kemmis, Sam. "Procrastination Isn't a Time Management Problem, It's an Emotional Problem." Zapier, 6 May 2019, <https://zapier.com/blog/procrastination-emotion/>. Accessed 10 September 2022
2. Applied Practitioner Institute, Coaching Your Clients to Overcome Resistance (& Reach More Goals!) by Joanna Lindenbaum
3. Mullainathan, Sendhil, and Eldar Shafir. Scarcity: Why Having Too Little Means So Much. Henry Holt and Company, 2013
4. Barrett, Lisa Feldman. "Articles by Lisa Feldman Barrett." Lisa Feldman Barrett, <https://lisafeldmanbarrett.com/articles/>. Accessed 11 September 2022
5. Pomodoro Method Style Time Management Tool & Timer | Marinara by 352, <https://www.marinaratimer.com/>. Accessed 10 September 2022
6. Procrastination: A Scientific Guide on How to Stop Procrastinating." James Clear, <https://jamesclear.com/procrastination>. Accessed 10 September 2022.
7. "Understanding and Overcoming Procrastination | McGraw Center for Teaching and Learning." McGraw Center for Teaching and Learning |, <https://mcgraw.princeton.edu/undergraduates/resources/resource-library/understanding-and-overcoming-procrastination>. Accessed 10 September 2022.
8. Clear, James. "Habits of Successful People: Start Before You Feel Ready." James Clear, <https://jamesclear.com/successful-people-start-before-they-feel-ready>. Accessed 10 September 2022.
9. Schwantes, Marcel. "Warren Buffett Says This 1 Simple Habit Separates Successful People From Everyone Else." *Inc. Magazine*, 18 January 2018, [https://getpocket.com/explore/item/warren-buffett-says-this-1-simple-habit-separates-successful-people-from-everyone-else?utm\\_source=pocket-newtab](https://getpocket.com/explore/item/warren-buffett-says-this-1-simple-habit-separates-successful-people-from-everyone-else?utm_source=pocket-newtab). Accessed 10 September 2022.
10. Clear, James. "How to be More Productive by Using the "Eisenhower Box."" James Clear, <https://jamesclear.com/eisenhower-box>. Accessed 10 September 2022
11. Robbins, Mel. The High 5 Habit: Take Control of Your Life with One Simple Habit. Hay House, 2021
12. Six Seconds Model of Emotional Intelligence - How do I "Pursue Noble Goals"? (Give Yourself), 30 August 2016, <https://vimeopro.com/6seconds/six-seconds-model-of-emotional-intelligence/video/180797156>. Accessed 11 September 2022

# Meet Taylor

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Thanks to growing up with the fresh fruits and vegetables from her mother's garden, Taylor understands the importance of a whole food diet and believes functional and alternative medicine supports the body's healing. Taylor possesses a Master's in Counseling and has 15 years of experience counseling in multiple academic settings and roles. She currently teaches Health & Wellness coach trainees through Health Coach Institute and is furthering her professional development in functional medicine. She is Nationally Board Certified through the Board of Medical Examiners. Her mission is to increase mind/body resilience so people may be able to live out their purpose in life.



## Client Testimonial

"I am confident that once I pick a goal I know that I can achieve it. Achieving my number one goal of no booze for 100 days gave me inner strength and confidence to keep going and stack more goals in my life! I feel TRANSFORMED permanently. I learned that when I put myself first and don't let anything or anyone or any temptation sway me from my values that magical things happen. New people suddenly show up out of nowhere and new opportunities literally fall in your lap. And it only keeps getting better . . ."

-Vanessa H. Mills, 41