

# 5-Day Guide

## to Overcome Procrastination



Break the cycle: simple strategies  
to beat procrastination in just 5 days!

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# 5-Day Action Plan to Beat Procrastination

A simple plan for anyone who wants to start and finish their tasks.

## Day 1 – Get Clear

Goal: Know exactly what needs to be done.

Do a 10–15-minute brain dump: write every task you're carrying in your head.

Sort into 3 lists:

Must do this week

Important but not urgent

Someday / nice to have

Pick 3 “must do” items and rewrite them as tiny actions, e.g.:

## Day 2 – Keep It Small

Goal: Make starting easy.

Choose 1–3 tasks from “Must do this week.”

Break each into 10–20-minute steps.

Set a 10-minute timer and work on just one small step.

Tell yourself: “I only have to do 10 minutes.” If you want to continue after that, great; if not, you still made progress.

## Day 3 – Plan Ahead

Goal: Decide before the day starts.

In the evening, choose:

1 main task

Put them into your calendar at specific times.

Prepare your space: clear your desk, gather what you need, silence your phone.

## Day 4 – Focus and Distractions

Goal: Stay with tasks long enough to finish.  
Work in 25/5 blocks: 25 minutes focused on one task, 5-minute break.

Reduce distractions: phone in another room, only one work tab open, check email at set times.

When negative self-talk appears (“I’ll never finish”), replace it with:  
“Just 10 more minutes.”  
“Progress, not perfection.”

## Day 5 – Make It a Habit

Goal: Keep going after this week.

List of what you completed over the last 4 days.

Choose a simple daily routine, for example:

5 minutes planning

One 10–20-minute step on an important task

One 25/5 focus block

Write a commitment:

“For the next 7 days, I will follow this simple routine, even if I don’t feel like it.”

## Closing Note

You don't have to feel motivated to act. Start small, use your timer, and repeat the routine. Small, consistent steps are how you stop procrastinating and become someone who follows through.