

**Get-It-Done Guy's**

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**9 Steps to  
Work Less  
and Do More**

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## STEP 2

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# STOP PROCRASTINATING

We all procrastinate, and we put off the very things that are most important. What is *up* with that? When we procrastinate, we do everything *except* work less and do more! If we procrastinated by filling our time with deep, meaningful, soul-enriching activities like spending time with friends, helping children learn skills that will prepare them for adulthood, or bowling, I could understand it. But we don't. We delay what will get us what we want by playing solitaire or restoring our beloved picture of Elvis after humidity has damaged the velvet.

In this “Step 2: Stop Procrastinating,” we'll explore how procrastination comes from things under our control, which means the answer to it is also under our control. As tempting as it is to fall back on “Just Do It” running-shoe slogans as the key to success, we'll find that you can set up the world around you to nudge you into action when your brain just isn't up to the challenge on its own. And when the world isn't cooperating, you still have ways to retrain your brain so you'll jump right into action.

Procrastination comes from your thinking. We're going to use the very thoughts that cause procrastination as the keys to overcoming it and sailing merrily along our way.

Let's use me as an example, since I've been procrastinating writing this chapter for two days. And because I'm hopelessly self-absorbed. I glance at my computer, its deceptively innocent screen saver beckoning, "Come to me! Write your book!" Ever the rebellious adolescent, I immediately find reasons to reject my electronic master's seductive command. Thoughts flicker through my mind:

I *have to* work on my book.

It's such a big project, I'll never finish.

I have so many *other* things to do.

I don't have the resources to pull it off.

I don't want to work on my book.

Writing isn't fun.

I would rather be out playing.

It won't be any good.

People won't respect me if I don't finish.

My sweater *really* needs to be de-pilled. Right now.

These thoughts weigh heavily: "I *have to* work on my book." True. And just thinking that sends me into fantasies of all the bad things that will befall me should the work not get done. I imagine my editor, Emily, in full riding regalia atop a gorgeous thoroughbred, looking down at me in pity tinged with contempt. "We had such high hopes for you," she says, as I stand empty-handed in despair. The tragedy of the incomplete manuscript is complete as she turns and canters into the sunset, leaving me groveling wretchedly amid the wreckage of my book. So engaging is the daydream that I don't even remember what I'm putting off.

When you're procrastinating, the procrastination, the excuses, and the daydream are all in your head. If there's that much creativity swirling around in there, why aren't you taking action? Who knows? In fact, who cares? All you need is a way to get things moving.

I'll bet there's a lot you don't put off. Most people shower,

brush their teeth, and get dressed every morning without procrastinating. They just do it. People who cook go shopping weekly and stock up. They don't procrastinate, they just do it. And when it comes to putting on shoes and socks, well, gosh darn it, they just put those socks right on their feetsies and leap into the day.

The difference is thinking. When you think before you act, you can talk yourself out of anything, no matter how important it might be.

## **TURN TASKS INTO HABITS TO STOP PROCRASTINATING**

The first step in overcoming procrastination is to turn those recurring tasks you always put off into habits. Think of the things you do every day or every week that you just do without thinking about. As for me, I always brush my teeth every day and do the laundry every week. What makes the things you do on time effortless is *not* their importance. I can survive months without doing laundry, especially if I don't care about keeping my friends. Laundry is just not that important. I can get gum infections and lose all my teeth if I don't brush regularly. Brushing *is* that important. Yet I treat them equally. I do laundry weekly and I brush daily. That's because they're both habits. Habits are actions we streamline to the point where they're no longer a decision, they're just something we do. They don't require thought, so we don't procrastinate. We just do them.

The easiest way to overcome procrastination is to make things habits. You can have daily, weekly, monthly, and yearly habits. I brush my teeth daily, do laundry weekly, pay bills monthly, and do spring cleaning yearly. That's when I find all the socks that vanish during weekly laundry.

Establish a habit by making it regular. Put it on your calendar to remind you. When the time comes, treat it as an appointment.

A solution many writers use to overcome procrastination is to establish a habit of writing at the same time every day, for the same length of time. Once the habit is in place, they just crank out the prose. You'd think I would have established a habit a year and a half ago when I started this book. Yeah, you'd think. If your event in the procrastination Olympics is filling out your weekly expense reports, pick a day and time to do them—say Thursday at ten—and start them every Thursday at ten. Soon you'll be completing these reports as effortlessly as you brush your teeth before bed. If you don't make your tasks a habit, you're stuck back with your thoughts, which can derail even the simplest of tasks. Potential habits to develop: checking and responding to e-mail only at specific times, working out, grocery shopping, balancing your checkbook, getting together with friends (perhaps for a regular Sunday brunch), cleaning the living room, doing laundry. At work, you can build habits around straightening your desk, writing regular status reports, checking in with people you're building relationships with (which I'll get to in step 8), offering to help your teammates, following up on prospect calls, touching base with customers, and meeting with your manager or the people who report to you.

## USE BABY CHUNKS

Sometimes the tasks we procrastinate are big, one-time projects, so turning them into habits just won't work. Procrastination experts say to break these big projects into tiny chunks and use baby steps to move forward. The first time, I misheard this as “take baby chunks.” The visual was so disturbing that I knew I had to invent a real technique to go with this memorable instruction.

Taking baby chunks isn't about breaking your project into pieces, it's about breaking *time* into pieces. When there's an end in sight, it's easy to buckle down and power through. That's why

we like speed dating. We'll even talk to someone who doesn't floss when we know we can move on in a mere three minutes. When a task seems endless, we're terrified, because deep down, we fear getting trapped. Marriage has no end point; meditate on that and despair.

With baby chunks, you'll speed date the task you've been procrastinating. Set a time limit (preferably with an actual physical timer) and work 100 percent for that much time. Then get up and do something else. From the moment you sit down, you'll know that in just a few minutes, you'll be free once again.

When I first began writing, I would write for ten minutes and play games for fifteen. I played more than I wrote. But it gave steady progress in ten-minute chunks. Every hour included twenty minutes of writing. Over a day, that added up to almost three hours.

Over time, I shifted the balance to include more writing. Even so, short chunks of time with a defined end point let me relax enough to get going when the job seemed overwhelming. You can use the same technique for mind-numbingly boring things like planning business trips. When you have travel to book, meetings to set up, hotels to reserve, and details to juggle, you can do it ten minutes at a time. Spend the top of each hour comparing fares on a dozen Web sites. By day's end, you'll have devoted an entire eighty minutes and be ready for your very first excursion to Sheboygan.

Now we know about baby chunks and habits. Let's make a habit of baby chunks. If you're procrastinating several projects at once, each project becomes an excuse not to work on the other. Report due tomorrow? No time to work on it; I have to work on my taxes. Taxes due tomorrow? But I really *should* work on my report. You need to make sure you're doin' chunks with all your projects, or else the one that's not moving forward will become the siren that seduces you away from the others.

## USE DAILY ACTION PACKS

A Daily Action Pack\* is the answer to keeping track of all your projects. A Daily Action Pack tells you what you need to do daily to guarantee progress toward your goals. You can choose a certain amount of time to spend on each project, as we did with baby chunks, or you can choose some other way to decide a good day's contribution. Let's say you work for Tasty Munchies, Inc., and have to review the monthly financials from your forty retail stores by the end of the month, twenty days from now. (For some of us, this would be the most boring thing *ever*. For you, it's a thrilling expression of your life's true purpose.) You must review forty reports in twenty days. That means, you must review two reports per day to make your goal. You know if you read your two daily reports, you'll finish the project.

Gather your major projects and figure out what daily dose will be enough to move each project forward. It might be a number of pages to write or read, a number of phone calls to make, or a certain amount of time spent each day on a project. Write these all on your Daily Action Pack. What you'll end up with is the minimum needed to move everything forward. And you calculated it knowing if you do it daily, you will eventually finish everything.

Now that you've created your Daily Action Pack, make it a habit. Every day, pick it up and make sure you run through every item on the list. You will keep everything moving, and if you do it first thing every day, you know you're done for the day as soon as you have finished your Daily Action Pack—even if the whole thing only takes half an hour.

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\* Thanks to Scott Wintrip and Jay Perry of [jayperry.com](http://jayperry.com), cofounders of the Simply Effective coaching program in which I was first exposed to the Daily Action Pack.

## CREATE A WEALTH INVENTORY

One of my favorite ways to procrastinate is by whining. No matter how reasonable my baby chunks are, I can always whine to convince myself to do something later. My favorite whine is, “I don’t have what it takes to get this project done.” And gosh darn it, I’ll stretch reality to the breaking point when I’m whining. I’ve postponed a project for hours after whining that I didn’t have quite the right pen. I needed a .38 mm bright blue, gel ink pen. And since I can’t stand listening to whining, I’ll do anything to shut me up. In this case, it meant a trip to the stationery store. Yes, I actually have a codependent relationship with my own procrastination.

When you feel like you don’t have what you need to Make It Work, think again. Though you couldn’t bring a book to your high school finals, life is an open-book test. You have a lifetime’s worth of help, if you remember to use it. The best way to remember is to write it down.

What are *your* life resources? You know people, you have money and things, and you have skills. At any moment, you think of one or two of these at best. But if you make a wealth inventory, you can jog your memory whenever you need. You never know when your ability to act out Poe’s *The Raven* interspersed with Seuss’s *Horton Hatches an Egg* will be just the thing you need when preparing your presentation on the quarterly numbers for the actuarial group.

Get out a piece of paper. Write four column headings: people, money, stuff, and skills. Under each column heading, write in the people you know, your money, your stuff, and your skills. When filling in people, scour your address book. Write down anyone you could ask for help: high school friends, college friends, teachers, bosses, and that strange-but-nice relative with the pe-

culiar skin condition you met at your family reunion. Write them all down.

In the money column, list your cash, and anything that could be turned into cash. List assets you could borrow against, credit cards, and all the ways you could get money if you absolutely needed to. We're not saying you're going to use any of these resources, just that you have them available.

In the skills column, write down everything you're good at. Sometimes you'll find you have skills you can apply to a problem in really creative ways. When you're postponing a project by bemoaning your lack of resources, get out your wealth inventory. Browse it. Ponder, pontificate, explore, think, and research. Bring it all to mind and let your mind begin to make connections to figure out how you could use what you already have in getting the job done. Your wealth inventory helps you get going again when a challenge seems daunting.

When a start-up company was searching for a way to highlight its product, the marketing manager found himself very busy doing anything but approaching potential marketing partners for a product launch. He didn't know any likely partners off the top of his head, and he was scared to cold-call. Then he reviewed his wealth inventory. A resource was an old directory of trade shows from a former job. Seeing that sparked the idea of contacting his city's department of commerce, finding a current directory, and adding promotional speeches and product booths to their launch strategy.

If only I had really looked over my wealth inventory when procrastinating by whining about not having the right pen. What would my wealth inventory have told me? Under "skills," it seems I can write with *any* writing implement. Who knew? Under "people," I know Brent, the pen counter czar at my local stationery store—it's only a block away. I could ask Brent to bring a

pen by during his lunch hour. And resources would be the most embarrassing. I'd have to face the two hundred pens I already own and tell them why I don't love them anymore and am looking for a replacement. That would be really tough, especially since I would have discovered I already *have* a .38mm bright blue, gel ink pen. And maybe surveying my inventory would have gently reminded me that I don't need a 201st pen; I can just start writing.

## USE OTHER PEOPLE

Sometimes, even with baby chunks and all your resources lined up, you need to call in the big guns: other people. When other people are counting on us, we're hard-wired to perform. We give it noble names like "accountability," but underneath it's really just us being scared Mommy won't love us if we don't do what we say. Using other people is also an excuse to create a shared bond with our other friends who are procrastinating, too. Not to mention having fun sniping together at the few who don't have the courtesy to procrastinate, and are actually going to the gym, or meeting all their deadlines. For me, involving other people is about friendship and fun, so it immediately makes the task I need to complete more engaging. And there's a deeper reason that bringing along a friend can help you get started.

When we know someone else is expecting us, we feel compelled to live up to the expectation. Social scientists have done all kinds of research showing this is true, even if your parents *didn't* use the meat hook punishment when you were young. This makes friends extra helpful when setting up habits. Make an appointment to call your friend every day at the time you want to establish your habit, say "I'm reading through my Daily Action Pack and planning my day" (or whatever habit you're trying to start), and then listen as he, she, or it does the same in return.

Once you've got your friend hooked on helping your habits, you can expand your check-in to a more sophisticated version that moves *all* your goals forward. I learned this from coach Andrew Thorn. In the *New Manager 101* course, which doesn't exist, thus accounting for the sorry state of management in the world at large, they say, "What gets measured, gets managed.\*" When you created your Daily Action Pack, you created measures. You chose a number of pages written per day, or a length of time spent, or a number of phone calls that you would consider real progress. You can use the measure for your Daily Action Pack; you can also use it as, well, a measure of progress. Next, enlist a friend to help you track your measurements. You'll find yourself making amazing progress when you combine accountability with measurement.

First, you need a friend. Any kind will do. If you don't have one, make one from scratch or use a mix, that's what social networking's all about. You can also use the same one you used to help create habits. Make sure it's someone you trust and can talk with daily.

Next, you each get out your Daily Action Pack and look at the measures you chose for it. You can also include measures related to any other goals you might have. Make each measure a number or a yes/no question like "Did you throw away at least one old expense report today?" Measure the actions to reach the goal, not the goal itself. So for sales, don't use a measure like, "How many sales did I make?" Use a measure like, "How many new prospects did I find?" "How many prospects did I follow up with?" "How many existing clients did I call to discover other products they might need?" . . . things like that.

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\* Your brain learns things based on feedback. There's a whole body of science behind the relationship between feedback and action. I'm not going to talk about any of that here, though. Instead, I'm going to rely on trite, over-used management buzz phrases. Aren't you happy you bought this book?

Now set up a five-minute daily meeting. Your friend asks you about each of your measures. Answer honestly. Then switch, and you ask your friend. All you do is ask for the measure, with a supportive attitude. No criticism or judgment allowed; only support and encouragement!

A sample session might go like this. My goals are to write this book, clean the apartment, and sort through the pile of mail by the front entrance hall that's grown teeth and is munching on my sneakers:

**FRIEND** How many pages did you finish today?

**STEVE** Three

**FRIEND** How many minutes did you spend putting things away in places where they *really* belong?

**STEVE** Fifteen

**FRIEND** How many pieces of mail did you handle?

**STEVE** Eighteen

That's all there is to it! Your friend listens supportively. This is purely about accountability and measurement. You find where you're sticking to your goals and where your efforts are falling off. You don't even need to ask your friend for help. You're smart; given the right measurements, your brain will automatically help you change. What makes this work is having accountability from someone who also offers unconditional positive support consistently. Do this daily if you really want the benefit.

## USE ACTION DAYS

Daily check-ins with a friend give you a regular reminder of your current projects and actions. Then it's your job to actually do the work. Sometimes, though, even the best of intentions and tons of feedback aren't enough to get started. Even knowing daily how

many pages I wrote the day before, it can still be a huge challenge to sit down and write. But if one friend can help keep your whole life on track, surely a *dozen* friends can help you get going on your daily tasks!

And yes, there is a way to have an incredible day with a group of friends: action days.\* You'll get a lot of action, that's for sure. Here's how they work.

You and a few friends get a conference line. They're free, they're everywhere, and they're wicked useful. I include links to a few on this book's resource Web site. You agree to check in at a certain time each hour. For example, right on the hour.

At each check-in, someone (you?) reads the attendance list. Each person *briefly* reports what they've done in the last hour. Then they promise the group what they'll do in the next hour. Once everyone has reported, you get off the phone and go for it!

Here's a sample:

**STEVER** In the last hour, I've coached a client and designed a workshop for MBA students on why not to get an MBA. In the next hour, I will call my agent, make soup for lunch, and write a blog post.

**AL** I've written the executive summary of my report. In the next hour, I'm going to rehearse it for half an hour. If it's all good, I'll print the handouts and send them for duplication.

**PAT** I taught my chihuahua to sing harmony. In the next hour, I'm going to build a miniature of the Taj Mahal out of toenail clippings, recite *The Raven* while meditating in Tree pose, and write a proposal for my dissertation.

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\* I first learned about action days through the life coaching community. Specifically, Thomas Leonard, who pretty much invented the field.

This brings up an important point: It's fun to invite a variety of people. You learn how different people's lives can be. But no judgment, please. In an action day, you're providing accountability for one another. If your friends have weird goals, well, this is your chance to get to know them a little bit better.

Resist the temptation to chat. Stay focused on making things happen. No group therapy here. When Sally says that in the next hour she's preparing a memorial service for her recently deceased pet cockroach, don't follow up. It's not your place to question why she feels the need for a memorial service. And you really don't want to get into why she was emotionally bonded to a pet cockroach in the first place.

Action days are especially good for things that are tough to start. Some things I've done during an action day include: writing a book chapter, updating a Web site, designing a class, cleaning my office, processing a backlog of bills, reading reference material, emptying my inbox, replacing lightbulbs, fixing a leaky faucet, and planning travel.

## MOTIVATE YOURSELF

When other people aren't around, you have no choice but to motivate yourself. To get yourself moving, find something about your situation that *does* excite you enough to commit. You may love your industry or your company most, and that love will carry the day. Many people who work in nonprofit or government jobs are motivated by the service they are providing for others. When the director of a nonprofit that delivered medical care to homeless people contemplated cold-calling potential donors, he was often tempted to procrastinate out the wazoo. Re-orienting on his company's mission motivated him to pick up the phone and kick-start his fund-raising season.

## USE YOUR LIFE MAP TO GET MOVING

If you're putting something off, ask yourself why you're trying to do it in the first place. Remember your Life Map from step 1? Good. Because it's the quickest way to connect to your highest motivation and also make sure the task you are procrastinating is worth doing in the first place. Get out your Life Map to find out which project or action on your Life Map is driving your need to do the task. Then look at the higher levels on your Life Map, taking a few minutes to connect your Task to Be Done with your higher goals and purpose. Maybe you took your exciting job as an actuarial accounting consultant to save up enough to retire for life in six years and are now procrastinating the presentation you have to make to the partners in your firm. Even if you hate presenting, counting down days to retirement can motivate you to find a way to make progress. And being an actuary, you can even know if the odds are in your favor of living until that age-forty retirement!

I'm using this method right now. When writing gets tiresome—and *jeez*, can writing get tiresome—I remind myself how neat it will be to have a book in print—one of my higher goals on my Life Map. And on the publicity tour, I plan to be discovered by a Hollywood agent and cast in a recurring role as “engaging geeky neighbor #4” on a top-rated TV series—another higher goal. The dream is what keeps me moving.

Knowing the link between your task and your motivation for doing the task is good information, but not always enough to turn into action. You can't just tell yourself, “I must do my taxes to fulfill my project of having an organized house. That will meet my high-level goal of being a good homemaker, which is a key initiative in my Life Purpose of building a family empire that will conquer and enslave 68 percent of the world's population.”

For one, it takes too long. But more subtly, statements don't force you into action. And of course, sometimes there will be tasks that you just absolutely have to complete, regardless of how they relate to your Life Map.

This is when asking yourself questions can help. The right questions not only lead us to answers, but can lead us to action. What happens when someone asks you a question? You feel *compelled* to answer it. In fact, you probably thought about the answer to *that* question as you read this very paragraph. If questions trigger automatic action, let's design some questions to get us moving.

Build yourself questions about the action you need to take. They can involve all the elements we've discussed so far. You can ask about the task itself, about baby chunks, about your passion, and about involving other people. Here are some of the questions I used to get moving on this chapter:

**What's the smallest chunk I can finish that I'll feel good about?** Answer: Outline the chapter. I did it, then took a break and went to the gym. I've used this question a lot, and more and more, the answer is, "a paragraph." It seems like such a small thing that I can almost always get myself to sit down and write just a quick little paragraph. . . . And after five or six of those, I've written a page. You can adapt this question for whatever task you're doing. If you're cleaning your office, how many items can you put away to feel like you've made progress? Throwing a party? How many balloons can you inflate in one breath? The possibilities are endless! (So how many do you need to investigate in this particular sitting?)

**What's the funniest image I can come up with to work into the chapter somehow?** Answer: Emily with a riding crop, with me groveling at her feet. When I get a really funny

image or idea, I want to capture it while it's still fresh in my mind—this gets me writing. Of course, this only applies if you're doing something funny. If you're writing a report for the board of directors, you might ask, "What's the most important thing we've done in the business this year?"

All of these questions orient my mind to create new, fun content that will move my writing further along.

Here are some sample driving questions and the underlying principle I used to create them:

PRINCIPLE	QUESTION
Link your task to something more enjoyable.	How can I make my taxes fun?
Use baby chunks.	What's the smallest piece of my report I can write that will still be progress?
Involve someone else. Implied accountability (since we'll have to compare notes at the end of the hour). Friendly competition.	Can I get more done in the next hour than Joel?
Time limit, so there's a light at the end of the tunnel.	What can I accomplish in just 15 minutes?
Action day accountability. (The phrasing of the question kind of gives it away, doesn't it?)	What will I tell my action day partners at the top of the next hour?
Connect to passion around team/industry/company values.	How will the team celebrate when we've brought this project in on time?
Tie my task to larger, inspiring dream.	What will I tell Oprah when she asks for procrastination advice during my book tour?

Once you've created a set of questions for yourself, start asking them. When you're sitting across the room, curled up on the

couch reading a book, staring at your computer, not-filing-your-expense-reports, just stop. Take a deep breath and begin asking your questions. “How great will it feel to have this totally behind me?” “How long would it take me to process just one receipt? Just one?” Keep asking until you stand up and begin working on your formerly postponed task.

### **WHEN ALL ELSE FAILS, USE CARROTS AND STICKS**

When all other ways of taming your brain fail, you just might resort to bribery. Reading the news, it seems like they use it for politics, in banking, and for high-level corporate negotiations. Why not use it personally, as well?

Halfway through writing this book, some friends were going out to a movie. I politely declined. “I must stay home and work on my book.” Yet as time went on, boy, did it sound like more and more fun to join friends at the movies! So I told them, “If I make it through five pages by the time the movie starts, I’ll join you tonight.”

That was an hour and a half ago. I just made it through five full pages of writing—in two hours, that’s a frickin’ awesome accomplishment. All I did was amp my want-to through the roof. When I wanted to finish badly enough, everything else fell away as I charged ahead.

Self-bribery is most powerful when the bribe expires. My friends were going to a movie, and not getting done in time meant I would miss them. The movie time wasn’t negotiable. The deadline brought everything into crystal clarity. Expiring bribes can include plays, movies, parties, and anything scheduled. You can also arrange for a bribe to expire. “If I’m not done with my budget numbers by six p.m. tonight,” you happily tell your

best friend, “you can have the last piece of my Oreo ice cream cake. Otherwise, I get to eat it.” As long as your best friend loves Oreo ice cream cake, you’ve just added a deadline to your bribe.

Gluttons for punishment can turn the motivation all the way up to eleven by pairing rewards with punishments. If you don’t finish your budget numbers by eight p.m. tonight, you have to clean the litter box and take out the trash for a month. But if you finish before five p.m., you get a wonderful sushi dinner. Then invite friends to the sushi dinner. Now you have social pressure to finish by five, and punishment pressure to finish by eight if you miss the earlier deadline. It’s amazing how many budget numbers you can crunch when your prepurchased tickets to the World Wrestling Federation’s *Wrestlemania* are on the line.

## **PAY ATTENTION TO YOUR PROCRASTINATION**

Sometimes your procrastination could be an important message from your own brain. A coaching client called for help revitalizing her business; she just couldn’t motivate herself to work on her business plan. Then events outside her control caused the funders to pull out their money, forcing her to shut down her company. She was ecstatic! Only when it was gone did she realize she hated her job and wanted out. No wonder she’d been having trouble. When your unconscious mind wants out and your conscious mind says “stay,” the conscious mind rarely wins. When you’re ambivalent about a goal, you fight it even while trying to reach it. This isn’t a recipe for success; it’s a recipe for that horrible pudding your mother used to force you to eat. If there’s a task you can’t stop procrastinating even with all the tools we’ve covered, it might be time to listen to your brain and evaluate what’s really going on.

Overcoming procrastination is an adventure that will bring

you closer to the world of working less and doing more. Since we procrastinate by doing low-priority, unimportant stuff when we *should* be doing what's important, postponing stuff guarantees we're working ineffectively. Getting right down to work isn't always easy, but it's worth the effort to reap the rewards.

## CHAPTER RECAP

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- Procrastination comes from thinking.
- Turn regular recurring tasks into habits. Bypass thinking and you bypass procrastination.
- Work in baby chunks, small time blocks where you go in seeing the other side.
- Create a daily action pack to keep multiple projects moving forward steadily.
- Use a wealth inventory to get past the “I need outside help” blocks.

## BRING IN PEOPLE

- Check in with a friend to help each other create a habit.
- Monitor daily progress with a daily check-in buddy.
- Have action days with friends. (Or see the book resource Web site [GetItDoneGuyBook.com](http://GetItDoneGuyBook.com) to find others for action days.)

## TACKLE YOUR OWN THINKING

- If you aren't passionate about the job, reconnect to your passion about the tasks, industry, company, or life purpose to get you moving.
- Use questions to kick yourself into action.
- Bribe yourself.

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