



STEP 1
→ **STEP 2**
JUST START

A SIMPLE SYSTEM, NOT A LECTURE

How to Stop Procrastinating: A Simple System That Works

One small step. Then the next. That's the whole system.

7 STEPS + 4 WORKSHEETS

PDF PROFIT HUB

Read This First

You do not have a motivation problem. You have a starting problem.

Procrastination is not laziness. It is usually your brain avoiding a feeling: overwhelm, boredom, fear of doing it wrong, or not knowing where to begin. This guide does not ask you to "just do it." It gives you a system that makes starting almost automatic.

Your 7 steps

Step	What you do
1	Find your real reason
2	Shrink it to 2 minutes
3	Use the 10-minute start rule
4	Remove your friction points
5	Make it impossible to forget
6	Reward starting, not just finishing
7	Track wins, not failures

HOW TO USE THIS GUIDE

Go in order once, then keep Steps 2 and 3 handy for daily use. This is a system to return to, not a one-time read.



STEP 1

Find Your Real Reason

Your mission: name the actual feeling behind the delay.

You cannot fix a problem you cannot name. Most procrastination comes from one of these four feelings, not from laziness.

Reason	What it feels like	What helps most
Overwhelm	The task feels too big to start	Step 2: shrink it to 2 minutes
Boredom	The task feels dull or pointless	Step 3: the 10-minute start rule
Fear	Worried about doing it wrong	Remind yourself a draft can be fixed later
Unclear next step	You do not know where to begin	Step 2: name the very next action

Worksheet 1: My Procrastination Log

Task I am avoiding	Reason (from above)

WHY THIS MATTERS

The reason changes the fix. Pushing harder on a fear-based delay just adds pressure. Naming it first is what makes the next steps work.



STEP 2

Shrink It to 2 Minutes

Your mission: make the first step so small it feels silly not to do it.

Big tasks stall you before you begin. A task shrunk to 2 minutes removes the excuse.

How to do it

- Take the task and ask: what is the smallest possible first move?
- If it still feels big, shrink it again.
- Do only that 2-minute piece. Momentum usually carries you further, but it does not have to.

Big task	2-minute first step
Clean the whole kitchen	Clear just the counter by the sink
Write the report	Open the document and write one sentence
Start exercising	Put on your shoes
Reply to emails	Open your inbox and reply to one

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STEP 3

Use the 10-Minute Start Rule

Your mission: commit to 10 minutes, not the whole task.

Your brain resists "forever." It rarely resists 10 minutes.

How to do it

- Set a timer for 10 minutes.
- Tell yourself you can stop the moment it goes off. No guilt.
- Most of the time, you will keep going. If not, you still made progress.

WHY IT WORKS

10 minutes feels safe to your brain in a way "finish the project" never will. Small honest promises build trust with yourself.

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STEP 4

Remove Your Friction Points

Your mission: make starting easier than not starting.

A lot of procrastination is really just friction. One extra step between you and starting is often enough to stop you.

How to do it

- Notice what makes a task annoying to start: a closed laptop, a messy desk, a missing password.
- Remove one piece of friction the night before or right after finishing your last task.
- Set up your space so the next task is one step away, not five.

Worksheet 2: My Friction Points

Task	What makes it hard to start	One fix

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STEP 5

Make It Impossible to Forget

Your mission: get the task out of your head and somewhere you will actually see it.

A task living only in your memory competes with everything else in your day. Write it down, somewhere visible.

How to do it

- Keep one list, not five. One notebook, one app, one whiteboard.
- Put your top 3 tasks somewhere you will see them without opening anything.
- Write the next action, not just the project name. "Report" is vague. "Write intro paragraph" is not.

MONEY MOVE

A sticky note on your laptop or mirror beats the best app you forget to open.

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STEP 6

Reward Starting, Not Just Finishing

Your mission: build a habit your brain actually wants to repeat.

Waiting until the whole project is done to feel good makes starting harder every time. Reward the start instead.

How to do it

- The moment you start, acknowledge it. A short break, a stretch, or just noticing "I started."
- Pair a small, genuine pleasure with starting: music you like, a favorite drink, a nice chair.
- Do not wait for the finish line to feel proud of yourself.

WHY IT WORKS

Your brain repeats what feels good. If only finishing feels good, starting stays hard forever.



STEP 7

Track Wins, Not Failures

Your mission: build evidence that you are someone who starts.

A log of missed days makes you feel like a failure. A log of started tasks makes you feel capable. Track the second one.

Worksheet 3: My Daily Start Tracker

Day	Task I started	How I felt after
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

HOW TO USE THIS

Fill it in right after you start a task, not at the end of the day. You are more likely to remember, and more likely to notice the win.

Start Today

Pick one task you have been avoiding. Work through it with the system, right now.

Worksheet 4: My First Task

Question	My answer
The task I am avoiding is	
My reason (Step 1) is	
My 2-minute first step (Step 2) is	
One friction point I will remove (Step 4) is	
My reward for starting (Step 6) is	

Your starter checklist

- ☐ I named my real reason for delaying
- ☐ I shrunk my task to a 2-minute first step
- ☐ I tried the 10-minute start rule
- ☐ I removed one friction point
- ☐ I wrote my task somewhere visible
- ☐ I started my daily start tracker



START

You do not need motivation.

You need a first step small enough to start.
That is the whole system.

More guides at pdfprofithub.online

This guide is for education only and is not a substitute for professional mental health support. If procrastination is affecting your wellbeing, consider speaking with a qualified professional.