

DIGITAL DOWNLOAD BUNDLE

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HEADS OR TAILS

Feelin' lucky, punk?



What it is:

- A game of 50/50 chance that helps decide whether or not you do stuff today

Works best for:

- **Things that:**
  - You've been avoiding
  - Don't have a real deadline

You'll need:

- ☐ A coin (any size)

How it works:

1. **Write down tasks** in the spaces provided
2. **Flip a coin** for each task
3. **Mark** the results (heads or tails)
4. **Circle tasks** that came up heads *(You have to do these tasks today!)*
5. **Cross out tasks** that came up tails *(Go ahead and keep procrastinating!)*

Why it helps:

- Intermittent reward *(There's a 50% chance that you may not have to do a task today)*
- Helps with task initiation
- Reduces decision paralysis
- Some progress is better than no progress

Tips:

- Try reusing any tasks that came up "tails" in future games!

TASK	HEADS *(Do today)*	TAILS *(Not today)*
Work on cover art	●	○
~~Answer + archive 10 emails~~	○	●
~~Open up new business checking account~~	○	●
Put away laundry	●	○

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TASK	HEADS (Do today)	TAILS (Not today)
	○	○
	○	○
	○	○
	○	○

TASK	HEADS (Do today)	TAILS (Not today)
	○	○
	○	○
	○	○
	○	○

TASK	HEADS (Do today)	TAILS (Not today)
	○	○
	○	○
	○	○
	○	○

TASK	HEADS (Do today)	TAILS (Not today)
	○	○
	○	○
	○	○
	○	○



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TASK	HEADS *(Do today)*	TAILS *(Not today)*
	○	○
	○	○
	○	○
	○	○

TASK	HEADS *(Do today)*	TAILS *(Not today)*
	○	○
	○	○
	○	○
	○	○

TASK	HEADS *(Do today)*	TAILS *(Not today)*
	○	○
	○	○
	○	○
	○	○

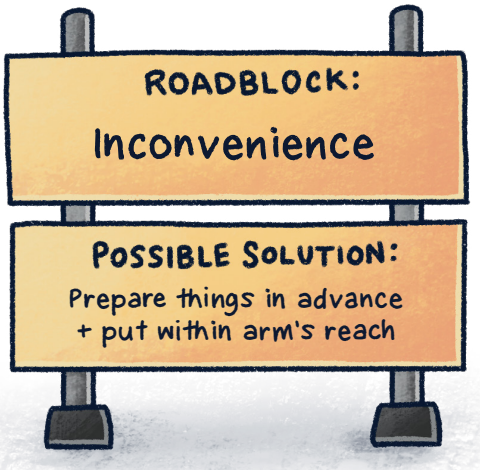
TASK	HEADS *(Do today)*	TAILS *(Not today)*
	○	○
	○	○
	○	○
	○	○

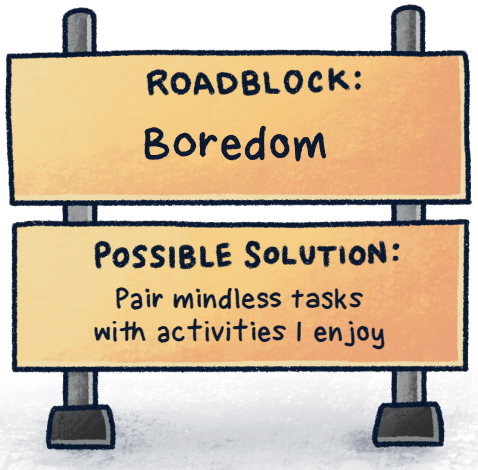
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IDENTIFY ROADBLOCKS

What always gets you stuck?

Little stuff can often get in the way between you and your goals. Sometimes, you just don't make time for The Thing. Other times, you forget about The Thing entirely. Navigating around roadblocks requires creative problem-solving skills, but making things easier on yourself goes a long way.





EXAMPLE:

Goal: I want to eat more fruit.

Why it's hard: The fruit I buy usually goes bad because I forget about it. The extra step of having to wash fruit before eating it makes it more likely I'll reach for something convenient (like chips).

How to make it easier: Wash all fruit in advance and put it in a bowl on the coffee table (instead of in the kitchen). When I'm feeling snack-y while watching TV, I can just reach over and grab a piece.

EXAMPLE:

Goal: I want to floss more.

Why it's hard: I don't make time to floss, and often forget about it altogether. Plus, I get bored just standing in front of the bathroom mirror.

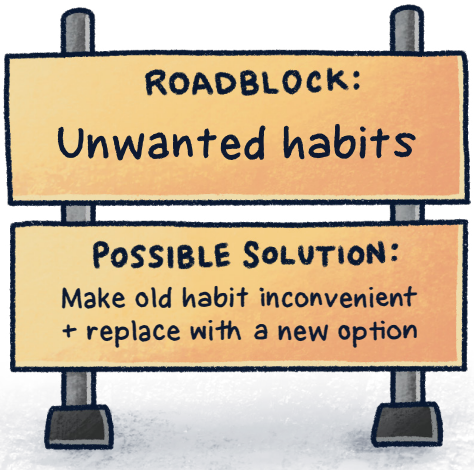
How to make it easier: Get a bag of flossing picks instead of string floss. Keep them on the coffee table instead of on the bathroom counter. Floss teeth after dinner while watching TV.

COMMON ROADBLOCKS:

- Not knowing where to start
- Vague to-do lists
- Underestimating time required to complete tasks
- Perfectionism
- Forgetting about tasks/goals
- Overthinking
- Exhaustion
- Trying to work on too many things at once
- Can't find something needed to proceed with task at hand
- Distracting noises
- No external deadlines
- Difficulty getting back to work after taking breaks
- Unclear priorities
- Too many meetings
- Waiting on others
- Over-ambition
- Fear of asking for help

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EXAMPLE:

Goal: I want to stop ignoring reminders.

Why it's hard: I hit "snooze" on digital reminders, don't do the thing, and feel guilty. Even physical sticky-notes become invisible after a while.

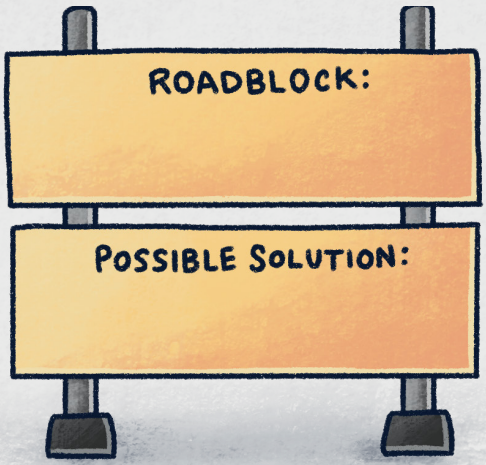
How to make it easier: Don't let reminders pile up and become meaningless background noise. Get rid of all current obsolete ones and start with a blank slate. In the future, as soon I notice I'm repeatedly ignoring a reminder, delete it. If something's not working, don't try and force it.

EXAMPLE:

Goal: I want to spend less time on social media.

Why it's hard: I see the app icons when I open my phone and click them out of habit.

How to make it easier: Disable push notifications and move addictive apps far away from my main home screen (so I have to swipe a bunch to get to them). Replace their old spots with apps I want to use more often (my thumb will automatically gravitate to them out of habit).



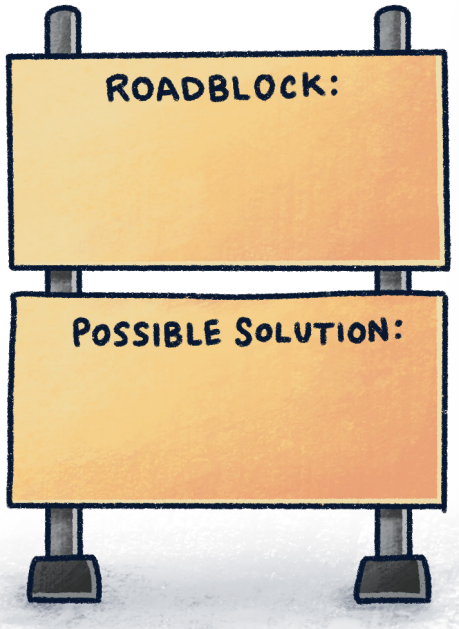
Now, you try!

GOAL:

WHY IT'S HARD:

HOW TO MAKE IT EASIER:

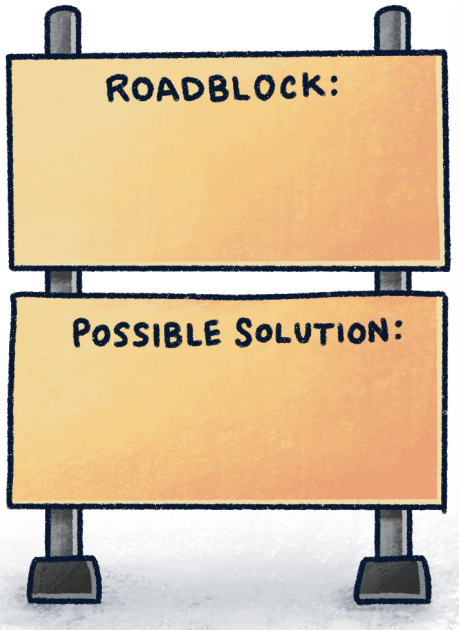
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GOAL:

WHY IT'S HARD:

HOW TO MAKE IT EASIER:

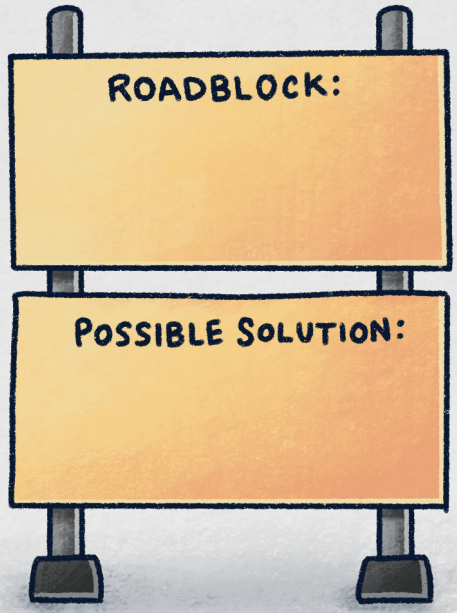


GOAL:

WHY IT'S HARD:

HOW TO MAKE IT EASIER:

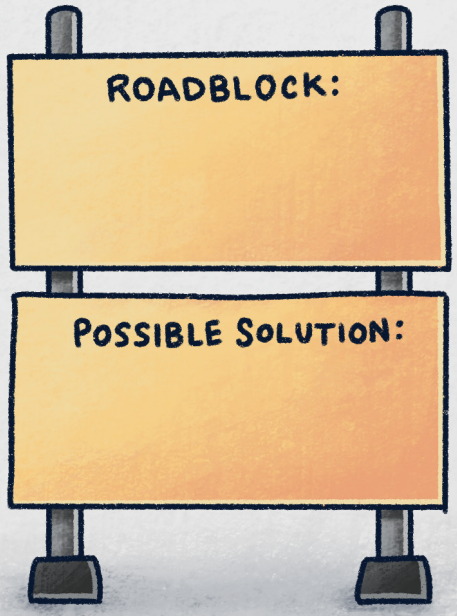
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GOAL:

WHY IT'S HARD:

HOW TO MAKE IT EASIER:



GOAL:

WHY IT'S HARD:

HOW TO MAKE IT EASIER:

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PROCRASTINATION HIT LIST

Gotta catch 'em all

What it is:

- Drawing your most-avoided tasks as cartoon villains and taking them out, one-by-one

Works best for:

- **Things that:**
  - You *really* don't want to deal with
  - You've been putting off for a long time
  - Make your brain scream "UGGGHHHH" when you think about them
- **People who:**
  - Enjoy doodling
  - Get tired of standard "to-do" lists
  - Prefer knocking out a bunch of things at once (instead of slowly over time)

You'll need:

- ❑ Something to write/draw with
- ❑ Things you've been avoiding

How it works:

1. **Sit for a minute and brainstorm** all of the tasks you've been actively avoiding
2. **Write a task name** on the bottom line of each "Wanted" poster
3. **Draw a silly doodle for each,** turning the task into a character
4. **After completing a task,** stab a pencil or pen through the paper so you know the mission is complete. KAPOWWW!

Tips:

- **See how many tasks you can knock out in just one sitting!** It's fun to ride the momentum wave and see if you can get all nine at once
- **Draw out all the posters** at once if you can, but if you need to do it over time, no biggie

"BuT I cAn'T dRaW!!!"

Doesn't matter. I promise.

Who's gonna see this but you? It should be messy and imperfect. This isn't going in an art museum or on social media.*

Don't convince yourself you'll fail before you even try. Give yourself 15 seconds and doodle whatever comes to mind. If it helps, look up some clip-art illustrations to use as a reference!

*If you still don't want to even *attempt* a quick doodle, just write out the task name... and maybe check out the Discouraged section on page 221.*



**Unless, y'know... you want to show off your most-wanted list on the interwebz (#AntiPlanner)*

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TRY PAIRING WITH: *Body-Doubling (pg. 45)*



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FORTUNE TELLER

New take on an ol' classic

What it is:

- A throwback activity to help determine what task you should start

You'll need:

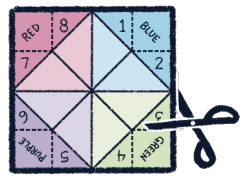
- ❑ Scissors

How it works:

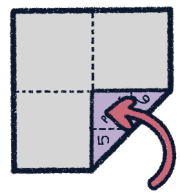
1. **Cut out** the square (along the thick line)
2. **Write tasks** in the blank spaces
3. **Fold** according to directions (steps A-H)
4. **Slide your thumbs** and pointer fingers into the pockets *(You should be able to flap the fortune teller open one way, then the other... looks like Pac-Man)*
5. **Choose a color,** then flap the fortune teller open/closed while spelling out the letters of that color. *(Example: B-L-U-E = 4 moves)*
6. **Choose a number** showing on the inside, then flap the fortune teller open/closed while counting up to that number *(Example: 6 = 1-2-3-4-5-6 = 6 moves)*
7. **Choose one final number.** Unfold the flap to reveal your task!
8. **Immediately start** on that task *(No re-dos!)*

Tips:

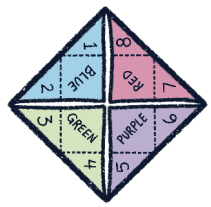
- **Write in pencil** if you'd like to re-use your fortune teller and switch things up!



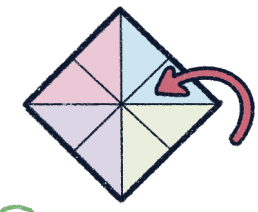
A Cut out square, then turn it over



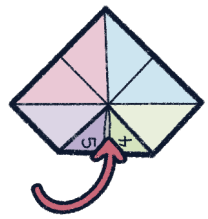
B Fold corner into the center



C Repeat for all four corners



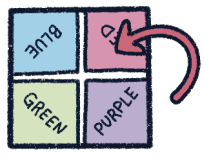
D Turn over



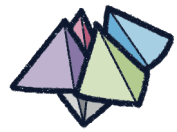
E Fold corner into the center



F Repeat for all four corners



G Turn over



H Push 4 corners towards center of the square

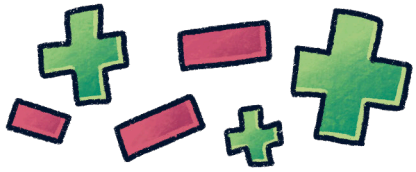
Having trouble with step H?
After step G, try reinforcing the folds by folding the square in half, then in half again.

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PROS & CONS LIST

Calculating what matters



How it works:

1. **Write Pros & Cons** in the spaces
2. **Assign point values** to each based on how important it is to you
3. **Count up points** in each column
4. **Circle result** with the most points

Boom! Decision made. *(Proud of you!)*

TRYING TO DECIDE: Should I make a pros/cons example?

PROS (+)	POINTS
Helpful	●●●○○
Visual learner	●●○○○
Already made it	●●●●○
TOTAL:	9

YES!

CONS (-)	POINTS
Takes up space	●●○○○
Tiny font size	●●●○○
Maybe overkill?	●○○○○
TOTAL:	6

TRYING TO DECIDE:

PROS	POINTS
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
TOTAL:	

CONS	POINTS
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
TOTAL:	

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DECIDING BETWEEN TWO OPTIONS

Option A:

PROS	POINTS
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
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	○○○○○
	○○○○○
	○○○○○
	○○○○○
TOTAL:	

CONS	POINTS
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
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	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
TOTAL:	

OVERALL POINTS:
(Subtract "Cons" total from "Pros" total)

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One column having more list items doesn't necessarily mean it's the best option.
*Using points to signify **importance** gives you a better idea of where your priorities lie.*

Option B:

PROS	POINTS
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
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	○○○○○
	○○○○○
	○○○○○
	○○○○○
TOTAL:	

CONS	POINTS
	○○○○○
	○○○○○
	○○○○○
	○○○○○
	○○○○○
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	○○○○○
	○○○○○
	○○○○○
	○○○○○
TOTAL:	

OVERALL POINTS:
(Subtract "Cons" total from "Pros" total)

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HOW TO:

HALF-ASS IT

Set your expectations lower. Lower. LOWER!

It can be easy to get overwhelmed by multiple components of a large project, and perfectionists tend to want to do it all, well... perfectly.

But it's about time you learn how to cut corners when needed. Knowing how to separate the "must-have's" from the "nice-to-have's" is a fundamental prioritizing skill that will save ~future you~ many late nights and headaches.

Choose a task that's been overwhelming you, and let's figure out which parts are optional!

How it works:

1. **Write down** the name of your project/task
2. **In the left box,** write the bare minimum for this project (it could technically be finished with just these parts)
3. **In the right box,** write the other parts you'd really like to do in an ideal world, but they're not priority (you can always come back later if you have time)

PROJECT NAME: "The Anti-Planner" exercises

MUST-HAVES

What is *absolutely* necessary?
(Can't be considered "complete" without these parts)

- Titles + subtitles
- Intro text
- How it works
- What you'll need
- Why it helps + tips
- Blank templates
- Spell-check

FINISH THE BARE MINIMUM

NICE-TO-HAVES

What can I add/fix later, if I have time?
(In an ideal world, I could make these perfect)

- Examples
- Custom illustrations
- Different template sizes
- Hand-lettered titles
- Consistent design elements
- Mildly motivating quotes
- Pairing recommendations

DO IF YOU HAVE EXTRA TIME

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TRY PAIRING WITH: *Timer Challenge (pg. 82), Pomodoro Timers (pg. 109)*

PROJECT NAME:

MUST-HAVES

What is *absolutely* necessary?
(Can't be considered "complete" without these parts)

FINISH THE BARE MINIMUM

NICE-TO-HAVES

What can I add/fix later, if I have time?
(In an ideal world, I could make these perfect)

DO IF YOU HAVE EXTRA TIME

PROJECT NAME:

MUST-HAVES

What is *absolutely* necessary?
(Can't be considered "complete" without these parts)

FINISH THE BARE MINIMUM

NICE-TO-HAVES

What can I add/fix later, if I have time?
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DO IF YOU HAVE EXTRA TIME

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PROJECT NAME:

MUST-HAVES

What is *absolutely* necessary?
(Can't be considered "complete" without these parts)

FINISH THE BARE MINIMUM

NICE-TO-HAVES

What can I add/fix later, if I have time?
(In an ideal world, I could make these perfect)

DO IF YOU HAVE EXTRA TIME

PROJECT NAME:

MUST-HAVES

What is *absolutely* necessary?
(Can't be considered "complete" without these parts)

FINISH THE BARE MINIMUM

NICE-TO-HAVES

What can I add/fix later, if I have time?
(In an ideal world, I could make these perfect)

DO IF YOU HAVE EXTRA TIME

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PROJECT NAME:

MUST-HAVES

What is *absolutely* necessary?
(Can't be considered "complete" without these parts)

FINISH THE BARE MINIMUM

NICE-TO-HAVES

What can I add/fix later, if I have time?
(In an ideal world, I could make these perfect)

DO IF YOU HAVE EXTRA TIME

Don't stress yourself out trying to design a big-ass spaceship if a bicycle will work just fine.

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HOW TO:

SET REALISTIC EXPECTATIONS FOR YOURSELF

Redefine what "success" looks (and make it easier to achieve)

Note: *This advice is specifically for perfectionism in your personal life (like self-care and new habits). To learn how to set realistic expectations in the workplace, check out* *How to Set Realistic Expectations at Work (pg. 128).* *(Or don't. You do you!)*

Set your bar low

- Instead of making your goal about finishing a whole task, focus on completing a tiny baby step that's better than nothing
- How can you make your goal as easy (and non-intimidating) as humanly possible?
- Getting started is often the hardest part; you might go above and beyond the bare minimum once you've begun
- Easier to keep streaks going

Something is better than nothing

- Consistency is gonna be up and down
- Progress is not necessarily steady or linear, but that doesn't mean it's not happening
- Growth takes time
- Keep in mind there will be ebb and flow

Recognize black-or-white thinking

- Remember there are shades of gray; things aren't just a total success or complete failure
- If you fall off the wagon, get back on ASAP using your bare-minimum goals to guide you (instead of getting discouraged and waiting until you're motivated again)

Don't try to do it all at once

- Instead of trying to "fix" all areas of your life, pick one to focus on (exercise, sleep, healthy eating, drinking water, staying tidy, etc.)
- Try to accomplish one thing before you start to add any more to your plate

Perfectionism is the enemy of good

- Save your energy for what truly matters
- It can be difficult not to be disappointed in yourself if you know you're capable of more
- Cut yourself some fuckin' slack, okay?
- Try to live on "easy" mode, so you're not always disappointing yourself by failing to live up to your own (self-imposed) expectations

OLD EXPECTATION	BARE MINIMUM
Make bed: tuck sheets, fold blanket at the foot of the bed, decorative pillows	Loosely throw comforter over mattress and put pillows at the head of the bed
Exercise for 30 minutes daily	Put on workout clothes and shoes, exercise for at least 2 minutes
Drink 8 glasses of water daily	Chug a whole glass of water when I take my morning and evening meds

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OLD EXPECTATION	BARE MINIMUM

TRY PAIRING WITH: *How to Set Realistic Expectations at Work* (pg. 128)

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DISTRACTIONS LIST

"Let me just check on this one thing really fast..."

What types of things distract you the most often? How might you use your creativity to neutralize them as issues? This is no-bullshit time. What are things you would *actually* consider doing?

Don't feel like you have to fill out this table all at once!

DISTRACTION	POSSIBLE SOLUTION
Wandering to kitchen for snacks and getting distracted downstairs	Keeping some healthy(ish) goodies near my desk for convenient snackage. Maybe put in a drawer so they're not in immediate reach
Husband sending me rapid-fire Discord messages when he's bored on Mondays (and wants to share his new fave Discover Weekly jams)	Mute notifications while working + make a collaborative Spotify playlist so all the songs he wants to show me are in one place :)
Attention-hungry cat keeps jumping on desk and demanding petz	Keep a squirt bottle full of water nearby (or keep the office door closed when working)
Filling out this Distractions List table instead of working on stuff	Ha. Touché.

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DISTRACTION	POSSIBLE SOLUTION

COMMON DISTRACTIONS

- [ ] Pets
- [ ] Noise
- [ ] Hunger
- [ ] Boredom
- [ ] Texting
- [ ] Social media
- [ ] Kids
- [ ] Co-worker
- [ ] Partner
- [ ] Roommate
- [ ] Television
- [ ] Background noise
- [ ] Clutter
- [ ] Internet rabbit holes
- [ ] Daydreaming
- [ ] Sudden urge to organize random shit that's completely irrelevant to what I'm supposed to be doing right now

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TOP 5 TIME-WASTERS

What do you use to procrastinate?

APPS

My thumb automatically reaches for these icons whenever I open my phone

(social media, games, messaging, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

PEOPLE

Individuals who distract me while I'm trying to get shit done

(friends, chatty co-workers, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

ACTIVITIES

Things I get sucked into when I should be doing something else

(researching, online shopping, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____



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TIPS FOR TACKLING TIME-WASTERS

(Try saying that five times fast LOL)



APPS

EASY MODE:

- Re-arrange your phone's home screen and put those apps on your last page *(so you don't see them every time you open your phone)*
- Don't leave your phone within arm's reach

NORMAL MODE:

- Disable push notifications
- Turn your phone on 'airplane' mode

HARD MODE:

- Uninstall apps that suck time and provide little value
- Leave your phone off (or in another room)

ACTIVITIES

PHYSICAL:

- Remove tempting items from your line of sight to decrease cravings *(I'm a fan of hiding remotes/controllers)*

ONLINE:

- Install a browser extension to block specific websites for a limited amount of time *(I use the 'nuclear option' on the StayFocusd Chrome extension)*

PEOPLE

DIGITAL:

- Mute group chats
- Set your online status to 'Do Not Disturb' while trying to focus
- Block out some time on your calendar for working (fewer meeting invites)
- Turn your phone to 'airplane mode'

IRL:

- If possible, change up the location of where you're working *(so you're harder to walk up to for a 'quick chat')*
- If people *do* casually drop by to talk to you, let them know you're trying *really* hard to focus and ask them to pretty-please give you some space until you're done working *(If they come back and try to distract you again, don't respond. Just stare at them and don't say anything. They will get the hint)*
- If you're at home, close the door of the room you're trying to focus in *(Bonus points for adding a note on the outside of the door that says "Trying to focus, please keep this door closed unless it's an emergency")*

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FAST-FORWARD VISUALIZATION

Beginning with the end in mind

What it is:

- A visualization technique where you mentally play through the sequence of tasks in order to finish your current goal, like fast-forwarding through a video

Works best for:

- **Things that:**
  - Feel abstract or intimidating
- **People who:**
  - Are visual learners
  - Could use some inspiration

You'll need:

- ❑ Your imaginaaaation *(rainbow hands)*

How it works:

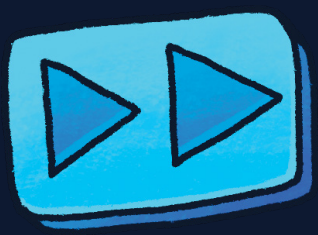
1. **Close your eyes**
2. **Pick the thing** you want to accomplish
3. **Visualize all the steps** you'd have to take, starting with you opening your eyes
   - What do you have to do first?
   - What comes next?
   - Then what?
4. **Watch it through** like a movie in your head with the fast-forward button pressed down. Scrub through!
5. **Pay attention to how it feels** to have the task done once you reach the end of the visualization. Are you proud? Excited? Relieved? Allow yourself to feel those feelings fully *(Say that five times fast, lol)*

Why it helps:

- Now, you'll know all the steps you have to take—in the exact order you have to do them
- Since your brain has already mentally walked through everything, it makes physically following through much easier
- It often makes you realize that things won't take as long as you think they will
- It can motivate you to complete small tasks, knowing that they won't take long
- Beginning with the end in mind keeps you focused on what you want (and what it'll take to get there)

Tips:

- **Take your time.** It can be tempting to skip steps to make the process go faster, but the more realistic the visualization, the more powerful the result
- **Reflect afterward** on how the real process compared to how you visualized it. Was the thing as difficult as you thought it'd be? Did it take as long as you thought it would?



TRY PAIRING WITH: *How to Break Down Tasks* *(pg. 110)*

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TASK BREAKDOWN

Smash that task into bite-sized pieces

WHAT TASK HAVE I BEEN AVOIDING?

Writing the "Resources" Anti-Planner spread

ANXIETY LEVEL:

●●●●●●●○○○

WHY HAVEN'T I DONE IT ALREADY?

I did an initial resource brain-dump, although I'm kinda worried a bulleted list might not be enough context. But individual product descriptions take up too much space, and I've hit my maximum page limit. :(

LIST OUT ALL THE STEPS!

+ Brain-dump list of resources
+ Research additional products for ideas
+ Cross out any "meh" items from brain-dump list
+ Organize list items (Color-code by product type? Group by section?)
+ Confirm book titles & authors
+ Write individual product descriptions
+ Design layout & format text
+ Proofread & make edits
+ Make an online resource list & generate QR code

WHICH STEPS ARE TECHNICALLY OPTIONAL?

+ Product descriptions
+ Online resource list (I can make one if I have extra time later on)

OF THE REMAINING STEPS, WHAT TAKES TOP PRIORITY?

Figuring out a system to organize the list items

WHAT BABY STEP I COULD DO RIGHT NOW TO MAKE PROGRESS?

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WHAT TASK HAVE I BEEN AVOIDING?

ANXIETY LEVEL:

○○○○○○○○○○

WHY HAVEN'T I DONE IT ALREADY?

LIST OUT ALL THE STEPS!

(Don't worry about being perfect; just word-vomit whatever comes to mind)

WHICH STEPS ARE TECHNICALLY OPTIONAL?

(What could I skip to make things easier on myself?)

OF THE REMAINING STEPS, WHAT TAKES TOP PRIORITY?

(What needs to be done first?)

WHAT BABY STEP I COULD DO RIGHT NOW TO MAKE PROGRESS?

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TRUTH

Who do you struggle to enforce boundaries with? Why? What would you tell them if you could?

DARE

Say "no" to something you don't want to do

I SAID "NO" TO:

NOTE: *You may be tempted to perform the "dare" without writing it down. Don't do that! Physically writing it on paper can help your brain feel more accomplished—which means you're more likely to do it again. (Plus, it gives your brain a hit of that "I fuckin' did it!" feeling.)*

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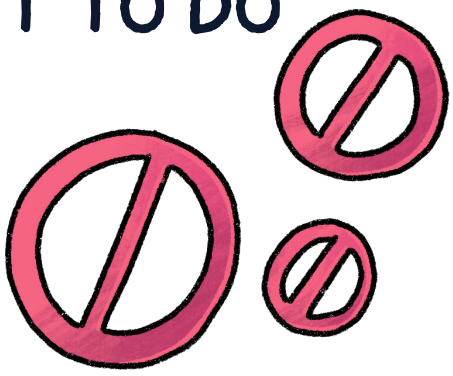
HOW TO:

GET OUT OF DOING SHIT YOU DON'T WANT TO DO

Set those boundaries

Saying "no" to people is hard (and scary!).
But telling people "yes" all the time means you're actively taking time away from yourself, stuff you care about, and the things YOU want to do.

You have a right to say "no" without an excuse.
You don't owe anyone an explanation.



GENERAL

✗ Maybe, I'll have to get back to you.	✓ I don't think I can, but I'll definitely let you know if anything changes!
✗ Sorry, I can't because [unnecessary excuse].	✓ I won't be able to right now, but I appreciate you thinking of me!

SOCIAL PLANS

	✓ That sounds like fun, but I can't this time. Hope you all have a blast, and thanks for thinking of me!
✗ Sure, I can come to [event I don't actually want to go to].	✓ I appreciate you inviting me, but I won't be able to make it. Hope you all have an awesome time!
	✓ I'd love to, but I can't join this time. Let me know the next time you go!
✗ I really don't have it in me to hang out right now, but I'll tough it out.	✓ I understand you'd like to spend more time together, but I'm exhausted from work and need time to recharge. Could we make plans for this weekend?

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WORK

✗ That's a REALLY tight turnaround time.	✓ I'd love to help, but it'll likely take me two weeks, not one. How would you like me to prioritize [X], [Y], and [Z]?
✗ I've already got more work than I can handle, but I guess I can just work more overtime.	✓ Given my workload, I don't have the capacity to take this on right now.
	✓ My plate's already pretty full at the moment, would you like me to find someone who could help you out?
	✓ Is this first priority? If so, I'll have to push back my other projects.
	✓ I've got lots of projects with competing deadlines, and I'm getting a little overwhelmed. Are these hard deadlines, or would it be possible to move one back by a couple days? I want to make sure I'm doing my best work.
✗ I'm so sorry, I don't think I can make it to the team meeting this week.	✓ I won't be able to attend the team meeting because I've got something else on my calendar. Could you let me know what I missed after?

FREELANCE

✗ I really want to work on this, but I don't have the time right now.	✓ I'm definitely interested, but I'm fully booked and not accepting new projects until [month]. Would that work for you?
✗ I'm not that interested, but I feel bad saying no.	✓ I'm honored you thought of me, but I'm not taking on new projects at this time. I'll reach back out if anything changes.
✗ If that's really your budget... I guess I can lower my rates and give you a big discount.	✓ This collaboration sounds like a great match for my skill set, but I'm afraid your budget isn't aligned with what I charge for my services. For that amount, I'd be able to provide [X].

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5 What's making it difficult for me to make progress?

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HOW TO WORK DURING SHITSTORMS

Color me!

Moving forward when you're barely staying afloat

Shitstorms are chaotic times of intense stress and frustration. You may have too many things on your plate, personal issues that are making it hard to focus, or situational circumstances outside of your control.

You may feel like you can't get a handle on multiple aspects of your life, or that you just can't catch a break after a series of negative events or upsetting outcomes.

How it works:

1. **Pick a task** you've been struggling to work on
2. **Starting with bubble #1,** fill out the prompts
3. **Bonus points** for coloring!

7 What's my motivation to keep going?

6 What do I need to overcome to keep moving forward?

8 How will I feel once it's done?



9 What are the next steps?

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STRESS ACTION PLAN

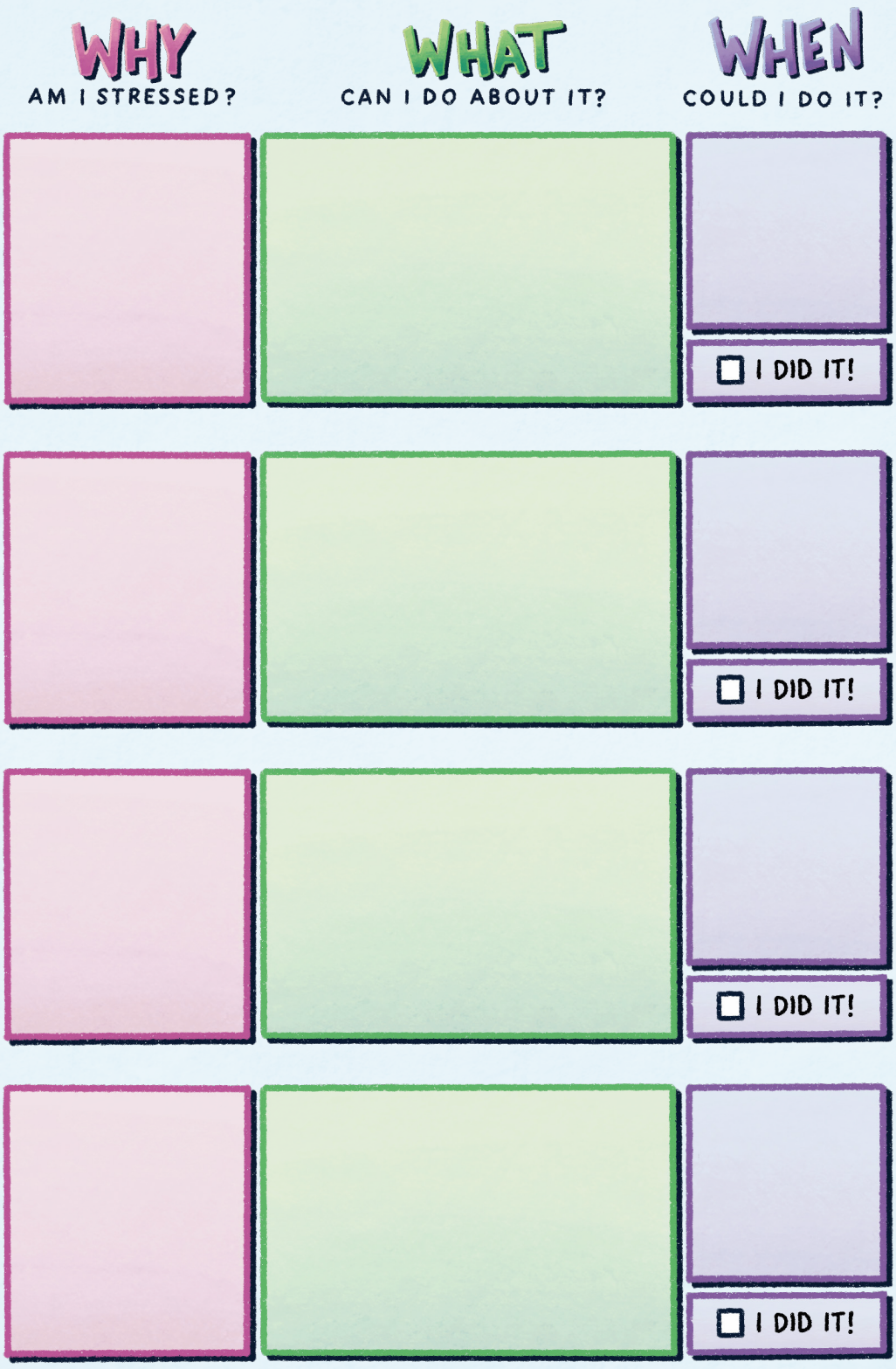


You got this. Do you hear me? You GOT this.

When shit hits the fan, it's difficult to think clearly and figure out how to move forward. Have no fear! It's time to pinpoint what steps you can take to make progress, and when. *(Don't you dare throw your hands up and say "I can't do anything about it." Stop. I know you're stressed. But you can always do SOMETHING.)*

WHY AM I STRESSED?	WHAT CAN I DO ABOUT IT?	WHEN COULD I DO IT?
Too many overlapping project deadlines	Tell manager about the situation See if there's wiggle room for an extension (doesn't hurt to ask) Ask if anyone else has availability to help take something off my plate Find another exercise from this book to help prioritize + get started	This afternoon ☑ I DID IT!
		☐ I DID IT!
		☐ I DID IT!

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GIVE YOURSELF A DAMN BREAK

Practice self-care by doing things you actually enjoy

Use this space to brainstorm fun things you "keep meaning to get around to." Then, revisit these pages for ideas whenever you need to recharge your batteries. Don't forget to check off completed list items!



TV SHOWS I'VE BEEN MEANING TO WATCH:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]



MOVIES I STILL HAVEN'T SEEN:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]



BOOKS I WANT TO READ FOR FUN:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

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RESTAURANTS I'D LIKE TO TRY:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]



PEOPLE I HAVEN'T TALKED TO IN A WHILE:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]



THINGS I'D LIKE TO LEARN:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Create your own:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

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IDEAS TO FEED YOURSELF WHEN YOU JUST CAN'T ANYMORE

Cooking takes a lot of mental energy :(

It's hard to function and get anything done when your body is running on fumes.

I often find myself falling into the awful cycle of ordering delivery because I can't work up the energy to buy groceries... let alone cook.

When I'm burnt-out, it feels like my brain decides I only have three options:

1. Spend ridiculous amounts of money on lukewarm food delivery
2. Waste money on groceries I *plan* on cooking, *think* about cooking, and then keep tell myself "tomorrow" until all the ingredients rot in the fridge
3. Eat chips and salsa for dinner

So, let's talk about easy options to get something in your stomach without wasting money or food.



IMPORTANT NOTE:

Many easy, pre-made meals contain a lot of preservatives. I am NOT telling you everything on this list is healthy food. It's not. I know that. But when you're burnt-out, convenience is often what it takes to get something (anything) in your stomach. Eating something is better than skipping meals.

Do what you gotta do to survive.

100 No-Cook Meal Items For When You Refuse to Adult
(by the amazing René Brooks)

Instant (grab & go)

Short shelf-life

- Fresh fruit
  - Apples
  - Bananas
  - Mandarin oranges
- Pre-cut fruit
  - Pineapple
  - Watermelon
- Pre-cut veggies
  - Broccoli
  - Baby carrots
- Pre-made salad
- Deli meat

Medium shelf-life

- Cheese sticks
- Cottage cheese
- Yogurt
- Hummus
- Chips + salsa
- Pre-made guacamole
- Cereal + milk
- Meat + cheese trays
- Crackers
- Salami
- Pretzels
- Dried fruit

Long shelf-life

- Nuts
- Olives
- Pickles
- Trail mix
- Peanut butter
- Applesauce
- Fruit snacks
- Fruit cups
- Canned veggies
- Oatmeal
- Granola
- Protein bars

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Drinks

- Protein shakes
- Meal replacement shakes
- Smoothies
- Nutritional powder drinks
- Kombucha

Toaster

- Peanut butter toast + honey + bananas
- Avocado toast
- Cinnamon + sugar toast
- Bagels
- Frozen waffles
- Toaster pastries

Microwave

- Instant oatmeal
- Nachos
- Quesadillas
- Hot dogs
- Instant soup
- Ravioli
- Instant mac & cheese
- Popcorn

Stovetop

- Instant ramen + frozen veggies + chicken
- Grilled cheese
- Stir-fry
- Mac & cheese
- Eggs
- Spaghetti

Frozen

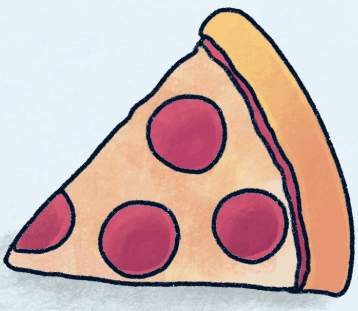
- Edamame
- Pizza
- Tikka masala
- Mac & cheese
- Chicken strips
- Meatballs
- Veggie burgers
- Fish filets
- Orange chicken
- Burritos
- Pot pies
- Breakfast sandwiches
- Potstickers
- Fried rice
- Single-serving frozen meals



Find your own ideas!

Search online for easy, low-mess recipes for:

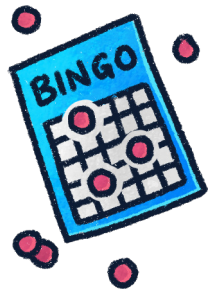
- Air fryers
- Instant pots
- One-pot meals
- One-pan meals



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AVOIDANCE BINGO

There was a procrastinator, had a task...



How it works:

1. **Add five tasks** for each category in the vertical columns
2. **Cross out spaces with an "X"** as you complete each task
3. **Try to get five X's in a row** (horizontally, vertically, or diagonally), and BINGO!
4. **Continue earning bingos** until the board is blacked out

EXAMPLES

CLEANING

- Tidy bedroom *(10 mins)*
- Take out trash
- Fold + put away clothes
- Tidy living room *(10 mins)*
- Clean bathroom mirror
- Wipe counters
- Throw away old leftovers
- Organize the junk drawer
- Sift through clothes to donate

WORK

- Make prioritized to-do list
- Complete an exercise from this book
- Organize computer desktop
- Submit a timesheet
- File an expense report
- Schedule long-overdue meeting
- Update resume

HOME

- Find a new recipe + buy groceries
- Cook dinner at home
- Schedule a date night
- Research vacation spots

CONTACT

- Answer ten emails
- Delegate one task
- Schedule an appointment
- Pay a bill online
- Respond to three texts

SELF-CARE

- Take a bubble bath
- Go for a walk
- Watch funny cat videos
- Journal *(5 mins)*
- Meditate *(5 mins)*

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B I N G O

CLEANING	WORK	HOME	CONTACT	SELF-CARE
Organize medicine cabinet	Try a new exercise from this book	Create a one-week meal plan	Schedule a long-overdue appointment	Meditate *(5 mins)*
Get rid of cardboard boxes	List out top three priorities for today	Restock household supplies	Delegate a task	Do something outside you enjoy *(15 mins)*
Wash bed linens	Declutter computer desktop		Reach out to an old friend	Complete a coloring page from this book
Clean up junk pile	Learn something new that makes your job easier	Throw away old leftovers	Answer an email you've been avoiding	Watch funny cat videos
Donate unwanted clothes	Make a decision you've been putting off	Pay a bill	Reply to three text messages	Journal *(5 mins)*

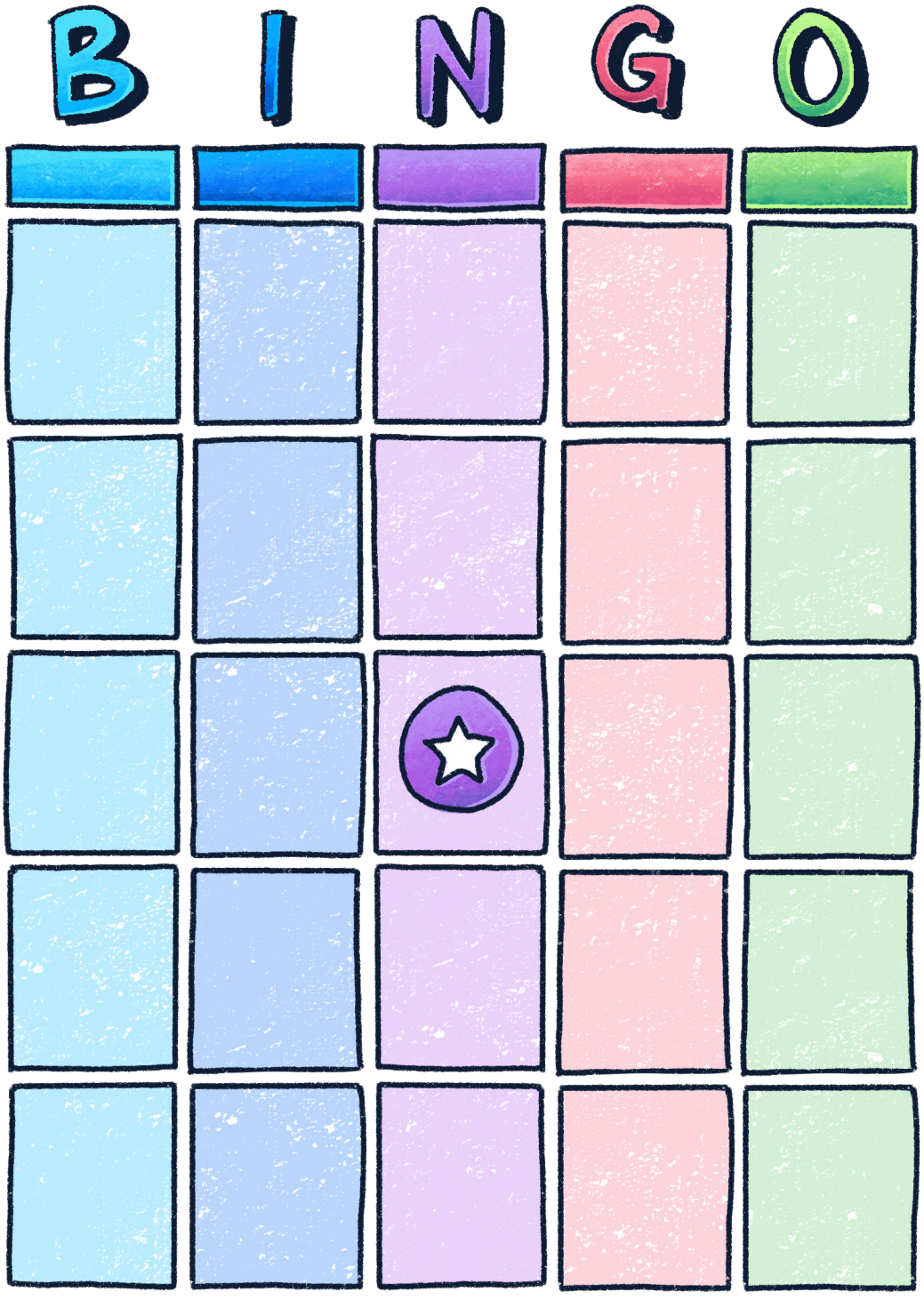
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BINGO

CLEANING	WORK	HOME	CONTACT	SELF-CARE
		★		

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Create your own categories:



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AVOIDANCE LOG



Date: June 29th

WHAT TASK AM I PUTTING OFF?

Making a dentist appointment

CURRENT ANXIETY LEVEL: ●●●●●●●○○○

WHY AM I AVOIDING IT?

- It's gonna hurt (I cried last time)
- I'm afraid I might have a cavity
- I hate the sound of dental tools on my teeth
- I got new insurance, but I'm not sure where my card is

WHAT FEARS MIGHT BE MAKING IT WORSE THAN IT IS?

- Potential pain
- Being judged
- Embarrassment
- Guilt for not flossing more
- Unsure of cost

WORST POSSIBLE OUTCOME IF I KEEP PUTTING IT OFF:

My teeth get worse, I get more cavities, and I end up needing a root canal or some other dental surgery

BEST POSSIBLE OUTCOME WHEN I'M FINALLY DONE:

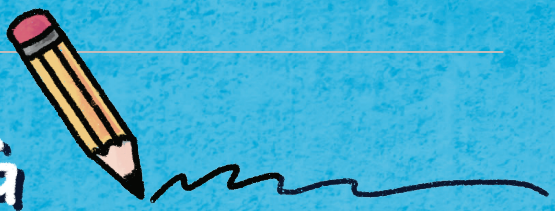
It'll be over and I can finally stop worrying about it (and it turns out I didn't have any cavities)

TINY STEP(S) I COULD DO IN UNDER 5 MINS TO MAKE PROGRESS:

- ❑ Look for my insurance card
- ❑ Find their number online

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AVOIDANCE LOG



Date:

WHAT TASK AM I PUTTING OFF?

CURRENT ANXIETY LEVEL: ○○○○○○○○○○

WHY AM I AVOIDING IT?

WHAT FEARS MIGHT BE MAKING IT WORSE THAN IT IS?

WORST POSSIBLE OUTCOME IF I KEEP PUTTING IT OFF:

BEST POSSIBLE OUTCOME WHEN I'M FINALLY DONE:

TINY STEP(S) I COULD DO IN UNDER 5 MINS TO MAKE PROGRESS:

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PROCRASTINATION BLACKJACK

How you gonna play the cards you're dealt?

What it is:

- A card game that helps determine how many tasks you have to do today

Works best for:

- Small tasks without immediate deadlines (making appointments, etc.)
- People who like a little chance and risk

You'll need:

- ❑ A deck of playing cards
  (Don't have a physical deck? Look up "playing card randomizer" for a digital alternative)

How it works:

1. **Write down 3 small tasks** you've been putting off for a while
2. **Shuffle** the deck of cards
3. **Flip** over 2 cards
4. **Add** the cards' point values together
   - Score is exactly 21: Oh *hell* yes; go ahead and keep on procrastinating
   - Score is less than 21: Check the "Scoring" table to the right and decide if you want to keep your current hand, or flip over more cards (to get closer to 21)

     WARNING: If you flip over new cards and end up with over 21 points, that's called a "bust" (and you have to do all 3 tasks)
5. **Look at the "Scoring" section** to see how many tasks to complete
6. **Immediately start** on those tasks!

Tips:

- Next time you play, re-use any tasks you didn't get to this time around

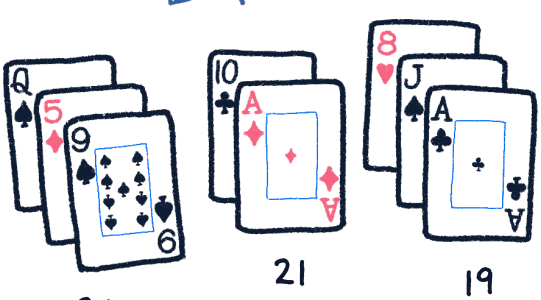
Card point values:

- **Ace** = 1 or 11 points (you pick which one)
- **J-K** = 10 points
- **1-10** = Number value (#6 card = 6 points)

Scoring:

TOTAL POINTS	
17 or less	2 TASKS
18-20	1 TASK
Exactly 21	NO TASKS
22 or more	ALL 3 TASKS

EXAMPLES



24
3 TASKS

21
NO TASKS

19
1 TASK

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BET-YA-CAN'T BOARD

"Don't tell me what to do!"

What it is:

- A spite-driven productivity challenge that utilizes the power of defiance

Works best for:

- Projects where you push yourself as much as you can in one sitting
- **People who:**
  - Have authority issues
  - Don't like being told what to do
  - Like a challenge
  - Love proving people wrong
  - Thrive under pressure

You'll need:

- ☐ Drawing materials
- ☐ A burning desire to ~stick it to the man~ (or person)
- ☐ Timer (optional)

How it works:

1. **Draw a picture** of someone you hate the most (think politician, snide co-worker, frenemy, ex-boss, etc.)
2. **Draw a speech bubble** next to them that says "I bet you can't ***[complete task]***"
3. **Set your drawing** somewhere you can easily see it while you're working
4. **Do the thing** and prove them wrong

Why it helps:

- Nothing motivates some of us like fucking spite, or being told we CAN'T do something
- Quantifying the outcome helps keep pushing us forward
- We can't get too caught up on something that's not working, so we've got to problem solve in the moment

Bonus points:

- **Add a time restraint:** "Bet you can't ***[complete task]*** in ***[#]*** minutes," etc.

EXAMPLES

- "Bet you can't ***finish five comics*** in ***2 hours***"
- "Bet you can't ***write two pages*** in ***15 minutes***"
- "Bet you can't ***clean out the fridge before your husband gets home from work***"

Idk. This might be one of those weird things that works for me, and makes absolutely no sense to anyone else. Hopefully it works for some of you!



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Player #1

	A	B	C
1			
2			
3			
4			
5			
6			
7			

TASK IDEAS:

- Schedule appointment
- Clean for 10 mins
- Clean out the fridge
- File expense report
- Answer five emails
- Organize closet
- Put away laundry
- Get oil changed

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TASK BATTLE

PLAYER #1 BOARD

How to play:

1. **Rip out the *Player #2* page** and give it to a friend to fill out
2. **Write 7 tasks** you'd like to get done in the empty spaces on the ***Player #1*** board
3. **Take turns guessing spaces** where you think your friend wrote their tasks *(Example: A5)*
4. **Mark** if your guess was a "hit" (✔) or a "miss" (✖) on the ***Player #2*** board
5. **If your opponent correctly guesses one of your squares,** tell them which task they "hit." You must complete that task before making your next guess!
6. **First person to correctly find all 7 squares** on their opponent's board wins :)

Game may be played over multiple days (via text). Follow up if you don't hear back for a while!

Player #2

	A	B	C
1			
2			
3			
4			
5			
6			
7			

TASK BATTLE

PLAYER #2 BOARD

How to play:

1. **Write 7 tasks** you'd like to get done in the empty spaces on the ***Player #2*** board
2. **Take turns guessing spaces** where you think your friend wrote their tasks *(Example: A5)*
3. **Mark** if your guess was a "hit" (✔) or a "miss" (✖) on the ***Player #1*** board
4. **If your opponent correctly guesses one of your squares,** tell them which task they "hit." You must complete that task before making your next guess!
5. **First person to correctly find all 7 squares** on their opponent's board wins :)

Game may be played over multiple days (via text). Follow up if you don't hear back for a while!

Player #2

	A	B	C
1			
2			
3			
4			
5			
6			
7			

TASK IDEAS:

- Schedule appointment
- Clean for 10 mins
- Clean out the fridge
- File expense report
- Answer five emails
- Organize closet
- Put away laundry
- Get oil changed

Player #1

	A	B	C
1			
2			
3			
4			
5			
6			
7			

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TREAT YO SELF

You earned it!

Negative consequences can definitely motivate us to get stuff done, but so can positive reinforcement.

Use the following pages to brainstorm rewards you can look forward to when you finish tasks!



Tips:

- Make sure the reward you choose *truly* motivates you. If you pick something you don't care about, it's not really gonna work as well.
- Select a reward that's the same size as the effort required to finish the task(s). Bigger tasks = bigger rewards.
- Rewards don't have to cost money. Pick things that will make you happy and/or feel good!
- Struggle with self-control? Ask someone to hold onto physical rewards until you've earned them.

Reward ideas:

- Set up an "Under $15" wishlist on Amazon
- Watch a new movie
- Take an online class
- Visit fave coffee shop
- Guilt-free gaming time
- Order food delivery
- Download a new book
- Find some new music
- Try a new craft beer
- Go on a day trip
- Download a new app
- Buy a new mug
- Take a bubble bath
- Pick up a new hobby
- Order pizza
- Start a new TV show
- Draw/color
- Go on a dollar store shopping spree
- Throw a game night with friends
- Go for a hike
- Take a day off
- Have a picnic
- Get a massage
- Lie in a hammock
- Visit the library
- Go camping
- Take a nap

✔ AFTER I...
○ Clean out the fridge
○ Update my resume
○ Call the insurance company
★ I GET TO...
Open a Magic card booster pack (put a sticky note checklist on top of the card pack)

✔ AFTER I...
○ Put dirty clothes in washer
○ Move wet clothes to dryer
○ Put dry clothes in hamper
★ I GET TO...
Eat a Jolly Rancher (keep a bag of candy on top of the washer)

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AFTER I...

I GET TO...

AFTER I...

I GET TO...

AFTER I...

I GET TO...

AFTER I...

I GET TO...

AFTER I...

I GET TO...

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AFTER I...

I GET TO...

AFTER I...

I GET TO...

AFTER I...

I GET TO...

AFTER I...

I GET TO...

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WORST TASKS EVER

Break the cycle of avoidance



It's (understandably) hard to get yourself to deal with things you hate.

The anticipation of negative emotions perpetuates the cycle of avoidance, making it feel impossible to summon the willpower to grit your teeth and get it over with. But instead of thinking about how much you hate a task—which, let's face it, isn't helping—use this space to brainstorm ways that could make the experience even *slightly* more enjoyable, entertaining, or comfortable.

TASK I HATE:	WHY IT SUCKS:	WHAT COULD (MAYBE) MAKE IT SUCK LESS:
Folding + putting away laundry	• Boring • Under-stimulating • Takes forever	• Listen to an audiobook • Talk on the phone • Watch TV • Set a timer
Doing dishes by hand	• Boring • Gross • Hurts my feet	• Listen to music/podcast • Wear rubber gloves • Wear tennis shoes • Get an anti-fatigue mat

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COMMON REASONS FOR AVOIDING TASKS:

- Boring
- Annoying
- Gross
- Takes forever
- Confusing
- Difficult
- Exhausting
- Complicated
- Draining
- Might fail
- Too tired
- Painful
- Unpleasant
- Stressful
- Overwhelming
- Repetitive
- Too many steps
- Under-stimulating
- Don't know where to even start

TASK I HATE:	WHY IT SUCKS:	WHAT COULD (MAYBE) MAKE IT SUCK LESS:

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SETTING GOALS THAT DON'T SUCK

What do you want? (And why?)

If you could push a button and all your dreams came true... what would your ideal life look like?
Yes, it's important to know what you want long-term. But it's (arguably) more important to know *why* you want things in the first place. Discovering core motivations brings meaning to goals in a way arbitrary goalposts don't. It's not about the destination; make sure you'll enjoy the process it'll take to get there.

OBJECTIVES
What do I want?

- Be specific; vague shit never helped anyone.
- What do you wish you were better at? What have you always wanted to learn? What areas of your life make you unhappy? What do you wish you made more time for?

MOTIVATION
Why does it actually fucking matter to me?

- Dig deeper. Ask "why?" Then again. Ask until you feel something true in your gut. Look for the real, core reason(s) why you care about your goal; not surface-level platitudes.
- Be selfish! Don't try to make it sound good!

REQUIREMENTS
What's it gonna take for me to get there?

- Be honest; what kind of commitments are you looking at? Time? Money? What are you going to have to sacrifice?
- *Who* do you need to become to make this happen? Who you are right now might not cut it.
- What steps will it take to reach your goal? Do you *like* the process of taking those steps, or will it be like pulling teeth?

OUTCOMES
What does success really look like?

- How will you know if you've achieved this goal? Be specific.
- What does your life look like now?
- How difficult will it be to maintain the progress you made?

EMOTIONS
How does it feel?

- Close your eyes and visualize having achieved this goal. What emotions do you feel? Pride? Joy?
- How is achieving this goal going to make your life better?

ROADBLOCKS
What's making it hard to achieve?

- Have you struggled to achieve this in the past? Why?
- What behaviors are you going to have to change? Will you actually want to keep that up long-term?

SETBACKS
How will I keep going when shit gets hard?

- What resources are at your disposal?
- What excuses are you gonna have to stop using?
- What will you do to stay on-track when motivation fades?

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	GOAL:
OBJECTIVES What do I want?	
MOTIVATION Why does it actually fucking matter to me?	
REQUIREMENTS What's it gonna take for me to get there?	
OUTCOMES What does success really look like?	
EMOTIONS How does it feel to have it?	
ROADBLOCKS What's making it hard to achieve?	
SETBACKS How will I keep going when shit gets hard?	

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	GOAL:
OBJECTIVES What do I want?	
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	GOAL:
OBJECTIVES What do I want?	
MOTIVATION Why does it actually fucking matter to me?	
REQUIREMENTS What's it gonna take for me to get there?	
OUTCOMES What does success really look like?	
EMOTIONS How does it feel to have it?	
ROADBLOCKS What's making it hard to achieve?	
SETBACKS How will I keep going when shit gets hard?	

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DESIGN YOUR ENVIRONMENT



Make things easier on yourself (and avoid the piles)

It's frustrating when you have a specific place where items are "supposed" to go, but they never actually end up there. But here's the thing—there's not one "correct" way to stay organized. If a system is too hard to keep up with, it just means it's not the right solution for *you*.

So instead of getting mad at yourself for falling back into the same messy patterns, **start paying attention to where things consistently end up.** Then, put your problem-solving skills to work and brainstorm some creative solutions. If your first idea doesn't succeed, that's okay—try another!

PROBLEM ITEM(S)	LOCATION	POSSIBLE SOLUTION?
Dirty clothes + towels	Bathroom floor	Put a laundry hamper in the bathroom
Winter coats + jackets	On couch by the front door	Move coat rack next to the front door
Socks that get kicked off while watching TV	Living room	Cute bin to throw abandoned socks into
Pots + pans piled on top of each other	Kitchen cabinet	Get a rod and hooks to hang pots on the wall
Keys + wallet that always go missing	Literally everywhere	Hang a key hook next to the front door
Piles of dirty + moldy coffee mugs	Office	Only allow myself to have ONE coffee mug (put the rest in storage)
Clean and dirty clothes getting mixed up	Bedroom + closet floor	Multiple laundry hampers: 1. Clean, but unfolded 2. Could wear again 3. Too dirty to re-wear

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PROBLEM ITEM(S)	LOCATION	POSSIBLE SOLUTION?



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LABELING

Group those to-do's together

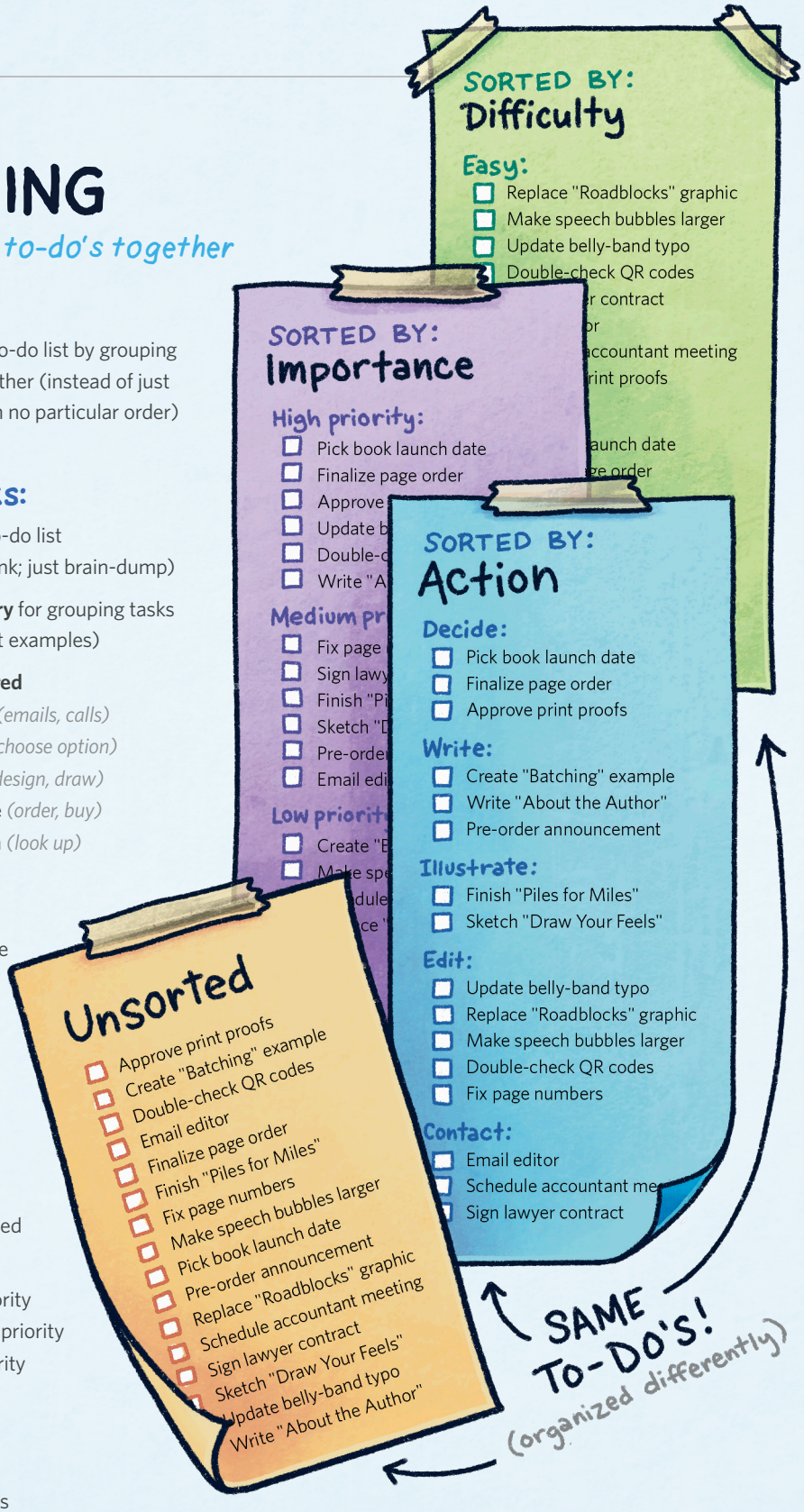
What it is:

- Organizing your to-do list by grouping similar tasks together (instead of just listing them out in no particular order)

How it works:

1. **Write out** a to-do list (don't overthink; just brain-dump)
2. **Pick a category** for grouping tasks (these are just examples)

- **Action required**
  - Contact *(emails, calls)*
  - Decide *(choose option)*
  - Create *(design, draw)*
  - Purchase *(order, buy)*
  - Research *(look up)*
- **Difficulty**
  - Easy
  - Moderate
  - Hard
- **Time**
  - 5 mins
  - 30 mins
  - 1 hour
- **Progress**
  - Started
  - Not started
- **Importance**
  - High priority
  - Medium priority
  - Low priority
- **Work**
  - Projects
  - Clients
  - Deadlines



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KANBAN BOARD

Visualize project progress: Do, doing, done.

What it is:

- A flexible, visual workflow tool, originally created by Taiichi Ōno in the 1940s

Works best for:

- Large projects with smaller components
- Keeping track of the status of many tasks
- **People who:**
  - Are visual learners
  - Enjoy project management

You'll need:

- ☐ Sticky notes
- ☐ White board (or any large surface, such as cork-board, window, poster board, etc.)

Why it helps:

- Simple, easy-to-understand layout
- It's satisfying to move tactile to-do items around instead of checking off a box on a list
- Visual progress is encouraging, and shows how far you've come (vs. how much is left)

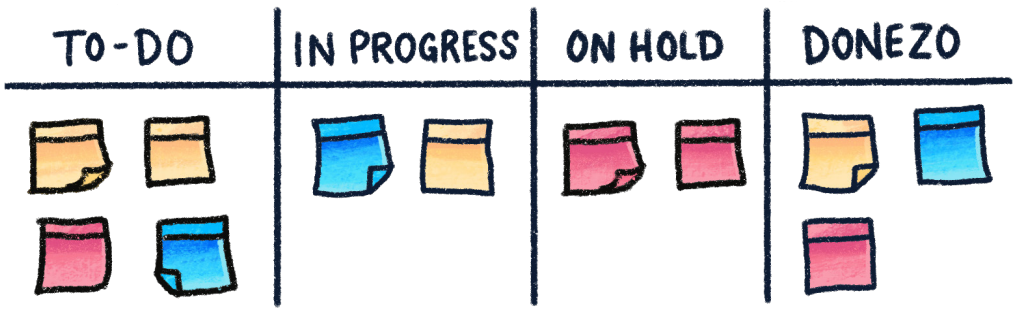
How it works:

1. **Make four columns,** labeled "To-Do," "In Progress," "On Hold," and "Done"
2. **Write down each individual task** on a separate sticky note
3. **Move tasks across columns** as you make progress on them. When starting a task, move it from "To-Do" to "In Progress," and then to "Done" once it's completed

   Note: The "On Hold" column is reserved for tasks that are currently on "pause"—waiting to hear back from someone, getting feedback, or moving a task to the back-burner

Tips:

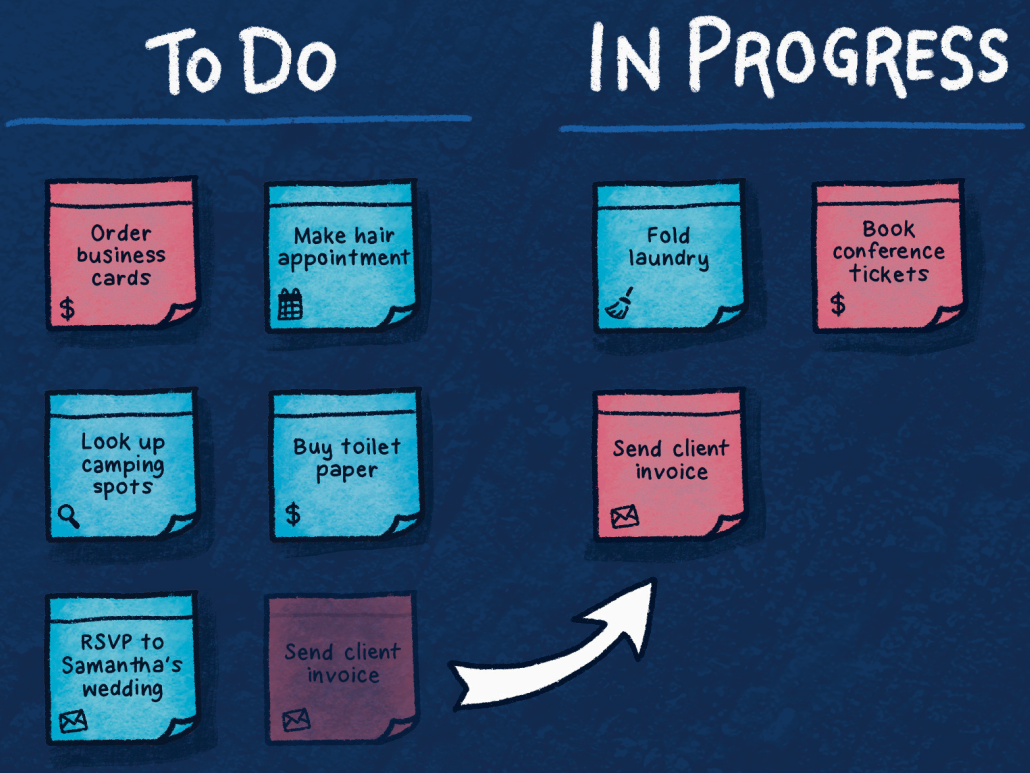
- **Prefer digital task management?** There are free online versions: KanbanFlow, Notion, Todoist, and more in *Resources (pg. 320)*
- **Color-code and draw symbols** at the bottom of notes to represent categories —envelope for "email," question mark for "decide," dollar sign for "purchase," etc.
- **Try adding "swim-lanes"** (additional rows) to categorize tasks into different projects



TRY PAIRING WITH: *Labeling (pg. 248)*, *Batching (pg. 116)*

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KANBAN BOARD EXAMPLE



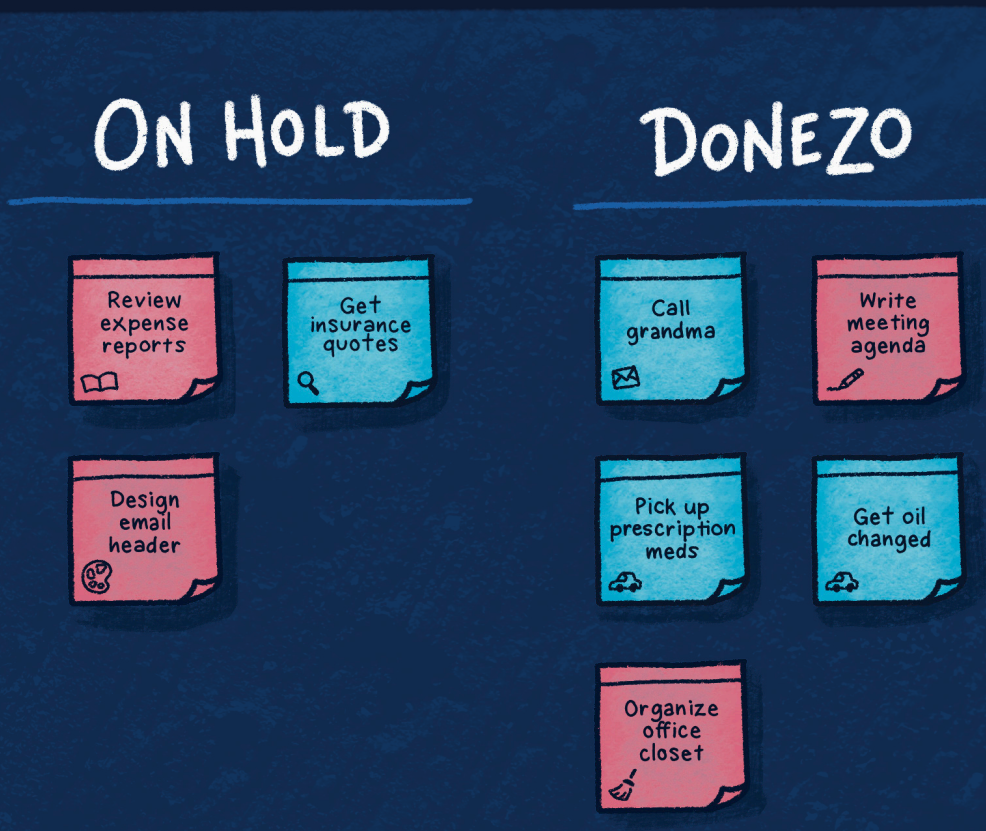
Labeling

= WORK

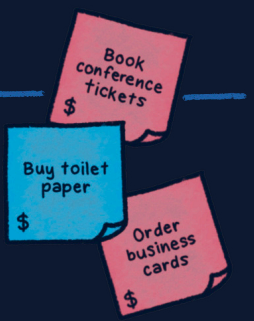
= HOME

CLEAN
CONTACT
ERRAND
PURCHASE
WRITE
SCHEDULE
RESEARCH
CREATE
READ

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Batching



Complete tasks in one label group:

1. **Choose a task label,** like "purchase" *(see example on right)*
2. **Complete** as many tasks as you can from that one category
3. **Move tasks across columns** as you make progress

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RANK THAT SHIT

What order should you start on things?



How it works:

1. **Write tasks** and to-do's in the left column
2. **Draw a line** under the last task (to separate your list from future lists on the same page)
3. **Fill in the bubbles** to mark tasks as high, medium, or low priority
4. **Look at the "high priority" column** and rank those tasks in order of importance
   - #1 = highest priority, #2 = second highest, etc.
   - If you're unsure which tasks are the most important, just pick!
5. **Continue ranking tasks** in the "medium priority" column next, and the "low priority" column last
6. **Starting with #1,** begin working through the tasks in numerical ranked order
7. **Check off** each task as you complete it!

✓	TASK	PRIORITY Low	Med	High	RANKING
	Finish captioning TikTok video	○	●	○	4
✔	Design The Anti-Planner cover	○	○	●	1
✔	Send follow-up email to editor	○	○	●	2
	Organize Magic card collection	●	○	○	6
✔	Buy mom's birthday present	○	○	●	3
	Put away laundry	○	●	○	5
		○	○	○	
		○	○	○	
		○	○	○	

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✓	TASK	PRIORITY Low	Med	High	RANKING
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	

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DISORGANIZED

✓	TASK	PRIORITY Low	Med	High	RANKING
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	

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✓	TASK	PRIORITY Low	Med	High	RANKING
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
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		○	○	○	
		○	○	○	
		○	○	○	

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SELF-COMPASSION PEP TALK

You're harder on yourself than anyone else

It's hard to see the forest when you're stuck in the trees—and when you're feeling anxious or upset, it can be difficult to see the bigger picture. **If your best friend was in your shoes and came to you for advice, what would you tell them?** What might make them feel better? What do they need to remember?

I'M UPSET BECAUSE:

I quit yet another hobby. I wasted so much money and I feel like I'll never be good at anything since I always give up as soon as shit gets hard. I don't know why I thought this time would be different. Why do I even bother trying?

I'D TELL A FRIEND:

You're passionate, curious and love to learn. At least you're trying stuff; a lot of people are so afraid to fail they won't even ATTEMPT new things. If you're having fun, that's what matters. You can always come back and pick up this hobby again later.

I'M UPSET BECAUSE:

I'D TELL A FRIEND:

Don't forget to come back and review these pages when you've lost sight of how to show compassion for yourself!

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I'M UPSET BECAUSE:



I'D TELL A FRIEND:



I'M UPSET BECAUSE:



I'D TELL A FRIEND:



I'M UPSET BECAUSE:

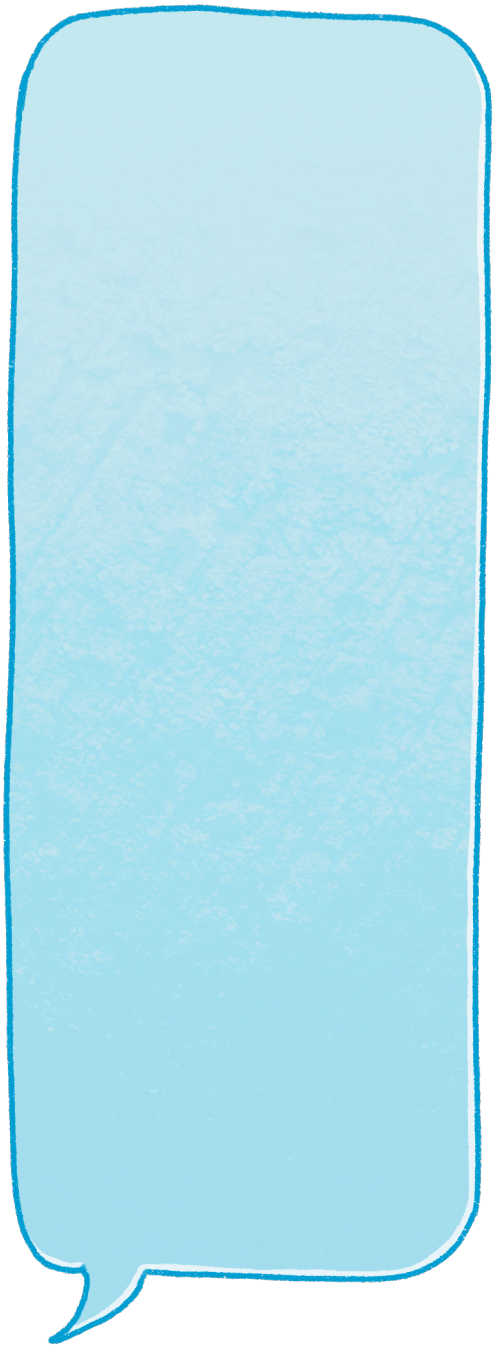


I'D TELL A FRIEND:



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I'M UPSET BECAUSE:



I'D TELL A FRIEND:



Don't forget to come back and review these pages when you've lost sight of how to show compassion for yourself!

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SMALL WINS TROPHY SHELF

Keep track of small successes

When you're used to expecting failure, it can be hard to give yourself much credit for things that don't feel like "big" wins.

You're not alone. Many folks fall into the (sad) habit of letting small successes get overshadowed by guilt and shame from minor setbacks.

For whatever reason, humans are extremely good at remembering all the times we've fucked up, but not so good at keeping track of the things we actually did right.

Use the following pages to keep a record of the little things you did get right; especially if it's something you'd been avoiding.

Finally made a doctor's appointment? Add it to the list. Cooked lunch at home instead of ordering food delivery for the fourth day in a row? List.

Other examples:

- Put away laundry the day it was done (instead of letting it waste away in the hamper)
- Raised my freelance hourly rate
- Finished a video game



Give yourself credit for what you DO get done instead of just shaming yourself for what you don't!



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