

## TASK PARALYSIS/ MOTIVATION TIPS

- ☐ Use a timer such as pomodoro
- ☐ Schedule regular breaks away from the task
- ☐ 'Book' the task in as if it were an appointment
- ☐ Reflect on how completing this task will help get you closer to your goals.
- ☐ Celebrate your achievements - no matter how small
- ☐ Practice self-compassion
- ☐ Reward self for completing tasks
- ☐ Break down tasks into smaller chunks
- ☐ Write a to-do list and tick items as you complete them
- ☐ Using language such as 'I will do this' rather than 'I will try to do this'
- ☐ Having a deadline for tasks - 'Parkinsons Law'
- ☐ Mindfulness practice