

How to Get Started

You don't have to love the task you need to do. Choose to bring love to the task. Here's how:

- 1) Use my 80 →20 NoCrastination Tool. You'll find it under "Tools" on my website. It is a planning tool (planning IS taking action, by the way!) to eliminate the obstacles to starting.
- 2) Clear away the external distractions. DND on your door, no pets, hide the phone far enough away so that it's a hassle to get up and get it, etc.
- 3) Reduce the resistance by scheduling the task at the right time of day FOR YOU. Deep work requires a peak mental energy slot; laundry requires a low energy slot.
- 4) How you want to feel when you look back on your day? Celebratory or disappointed?
- 5) Reduce the expectation to the MVP (Minimum Viable Product). Can you do at least 10 minutes? 15 minutes? Hold yourself to a minimum amount of time for taking a small step. End it there or keep going if you want.
- 6) Make it a Party! Put on that old T-shirt from that Grateful Dead concert and your blue suede shoes, crank up a playlist and grab a snack and a favorite libation and go to it! Download the music "Summon the Heroes."
- 7) Tell others about your commitment to work on the task – family, friends! Now the world knows about your intention! This makes it harder to back pedal. If you have a boss, a coach or a prof to answer to, agree on a reasonable date to report progress or to deliver the goods.
- 8) Get a good sweaty workout in *right before* you plan to sit down and do the task. You'll be in a better mood, your focus will be primed and you'll get it done sooner. 10 pushups can also give you the kick you need.
- 9) Turn on a piece of music that has a duration of time you can tolerate for the task at hand. Beethoven's 9th Symphony is one hour and 10 minutes, but the *Happy* song by Pharrell Williams is only 4 minutes! When the music stops, it's your option to stop working or keep going.
- 10) Find a buddy who also has a tough task to do. Get together in person or online. Misery loves company! Also check out www.focusmate.com for a similar experience.