

# Overcome Procrastination Masterclass

ACCOMPANYING WORKBOOK



**Hello, my name is Lotte Ruth Johnson and I am a coach with over fifteen years experience working with people in the arts sector & the corporate sector. Specifically I focus on & specialise in productivity, wellness, time-freedom and work/life integration. I work with lots of neurodivergent people, actors, creatives, entrepreneurs and working mums.**

When it comes to Procrastination, what most people don't realise is just how many factors there are to consider and just how important it is in our lives.

Yes, that's right, it's actually important, it serves and purpose!

In my 20's I had a chronic illness that meant I was simply unable to get things done so I underwent every coaching, therapy and mindfulness tool there was and I did a lot of research on the brain! So this is something I know a lot about.

The label of procrastination is used loosely and with the same umbrella-like accuracy as saying 'I'm tired' or 'I'm sick'. It can mean so many things and I am so excited to finally put all of this knowledge into a masterclass to help you make a bit more sense of it in your own life and how to overcome it, so you can pursue the things that make you totally fulfilled.

## PROCRASTINATION

***A DEFINITION: To put off intentionally and habitually the act of doing something that should be done.***

### **Some context...**

Now, If you could point me to a person that has never done this in their lives, I would tell you to be very careful of them!

Procrastination is a normal, human reaction to things that will not bring us the hormonal response (adrenaline, oxytocin etc) that we need regularly to survive...

It is more common now because we have something called 'admin' and our lives are not built around the deep purpose of survival. Our bodies GENUINELY don't NEED a lot of things we tell ourselves we SHOULD do... so chemically, it is preserving itself for more important things like 'hunting' 'fighting lions' and 'child rearing' haha!

Of course, life is far more complex now, but this reaction is something to accept as necessary and biologically normal. It is a clever protective mechanism not to be ignored.

We can choose to accept it, whilst also understanding the causes and investigating further into ways to change, manage or approach procrastination.

This is important in today's world because now we also have the capacity to build habits of procrastination that are formed from contemporary neurological factors like chronic stress, fear of failure, addictive behaviors or specific mental health struggles.



## **'Procrastination' is not the diagnosis... It is a symptom of a bigger problem!**

In fact Procrastination isn't a problem at all,  
it's actually a really useful signal that something needs to shift  
or change...

Thank your body, take the hint and start your  
investigation below.

**Below is your guide to figuring out why you procrastinate and how to  
manage this and change it where possible so that you feel more  
energised, more productive and happier!**

## The 5 H'S

Tick or circle anything below that resonates with your life.

### 1. Home

Is your environment conducive to productivity? Do you need to set some new boundaries for yourself?

- **Space** - Can you move things around, adjust things, remove clutter, add inspiration to make the space a place you *want* to get things done in?
- **Smells** - Incense, candles, flowers - what can make the space feel more luxurious, enjoyable and exciting for you?
- **Distractions** - can you remove distractions, literally put them in another room? Or lessen distractions by communicating better with the people around you who share your space?
- **Energy** - Do you need to open a window, get rid of old things that feels heavy with bad memories? Do you need to shake off an argument or a past memory by making a change?
- **The role you play** - How can you put aside your role as carer, parent, teacher, worker, cook etc to get things done? Who do you need to talk to? What rules boundaries do you need for yourself?
- **Workspace** - If you are sitting, slouching at a desk or squeezed in a cupboard for your zoom calls, is it worth looking into workspaces, cafes and recording/zoom pods for a more focussed and specific workspace and time slot?

## 2. Heroism

**Are you trying to be the hero in your life or for others? (this is a form of self sabotage!) Are you:**

- Doing too much
- Doing everything
- Talking about doing everything / complaining.
- Never resting
- Saying yes to everyone and doing things you don't actually want to do.
- Writing to-do lists with 50 things on them that you know you cannot complete.

## 3. Health

**Are you giving yourself the best chance of productivity?**

- Sleeping 7-9 hours a night
- Diet - 3 balanced meals a day
- Routine - structure to give you a sense of calm and clarity.
- Mental Health - Time for your mind to be still, silent and process emotions?  
And/or adhering to the needs for a specific diagnosis or prescribed medication.
- Happiness - do you make any time for fun?
- Movement - Do you move your body regularly in order to create a balance of hormones needed for optimal brain and body health?

## 4. Habits

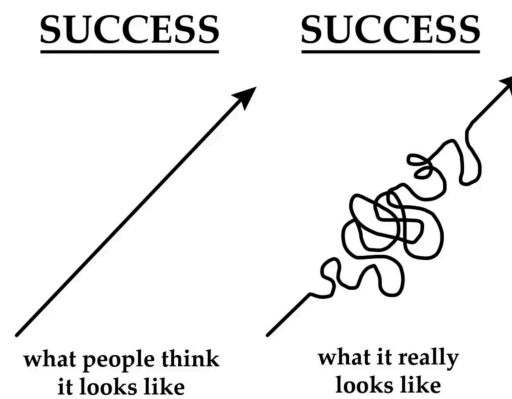
**Is procrastination a habit? Was there a time in your life when you were sick / got stuck / couldn't move much?**

- Are you leaning on old habits for comfort
- Have you given yourself an unconscious label?
- Are you reliving an old story about yourself
- Are you seeking comfort in procrastination that you could seek elsewhere?
- What did procrastination protect you from in your life - now or in the past?

## 5. Help!?!

**Is your body or mind waving and shouting at you? Is it a sign that something big is not quite right in your life?**

- An unhealthy relationship
- A job, career or living situation that is dangerous, unfulfilling or unhealthy for you?
- A trauma or sickness you didn't recover from properly?
- Do you have unrealistic expectations of yourself? Maybe your body needs a break?
- Are you doing too much of something or too little of something? (I.e too much screen time or not enough time alone.)
- Are you in fact in burnout, freeze-state, chronic stress or overwhelmed?



Using all the points you've ticked/circles above, follow the journal prompts below to help you unpack this further. This will also guide you to figure out how you can use this information to make a plan that works for you.

## JOURNAL

**1. I believe I procrastinate because:**

**2. Three things I can do to help myself feel healthier and happier (and therefore less likely to procrastinate) are:**

- 1.
- 2.
- 3.

**3. If I feel I am procrastinating, the affirmations I will use are:** e.g - I accept I am human & this is normal.

- 1.
- 2.
- 3.



**4. . If I am procrastinating I can use these actions to help myself recover and move into a new mindset (tick 3 most relevant to the causes of your procrastination)**

1. Change my environment
2. Move my body
3. Meditate and breathe through my feelings
4. Journal about my week so far
5. Organise my home/space
6. Check my meds / book a medical or MH appointment.
7. Sleep or rest
8. Do something that brings me joy
9. Forgive myself, let it go and let myself be guided in the present moment.
10. Check my calendar, or to-do list and adjust anything that is unrealistic or creating overwhelm

**The last part of the Procrastination puzzle  
is to ask yourself...**

## DO I ACTUALLY WANT THE THINGS I AM BUILDING MY LIFE AROUND?

If you are basing all your productivity, lifestyle and aims around an end-goal that is not aligned with your actual wants, needs, desires and the vision of the best life possible for you... you will never find a way out of procrastination and you will never feel motivated..

This feels scary to unpack but it is possibly the first step towards clarity and living the life you really want...

### **JOURNAL PROMPT:**

**1. What is your REAL vision of ultimate success?**

**2. What elements of your lifestyle are stopping you from reaching this?**

**3. In general, is your life designed around your true vision of success? If it's not, what 3 things can you do this week to change that?**

**1-**

**2-**

**3-**

3. My biggest take-away's, realisations or ideas from this masterclass are:



CONGRATULATIONS!

You have completed the *Overcome Procrastination* Masterclass Workbook.

If you want to unpack this any further or work through anything that came up during this masterclass get in touch.

Please email me on [info@lotteruthjohnson.com](mailto:info@lotteruthjohnson.com)

There are also lots of other FREE resources available on my website [HERE](#)

If you enjoyed this masterclass, please take screenshot, post to your IG stories and tag me with your feedback or takeaway from the masterclass: [@lotteruthjohnson](https://www.instagram.com/lotteruthjohnson)

Look out for my newsletters for info on new workshops and In-person events! (Be sure to add my email address to your contacts to ensure you don't miss my mail! )

Thank You,  
Lotte  
x