

HOW TO USE IT

The idea is pretty simple.

T stands for thoughts. F stands for feelings. A stands for actions. R stands for results. So the system looks something like this:

- Thoughts = Feelings = Actions = Results

The result of procrastination is not simply a consequence of you not taking action. It is, but it's not. Because your misaction doesn't come out of thin air. It is justified by thoughts, and motivated by feelings.



STEP #1

Reflect on the reasons why you might be procrastinating. Start off by identifying what you're thinking about when you feel like you want to procrastinate...

What do you say yourself? What thoughts are going through your head?

It is important to identify the thoughts as they are the first fundamental pillar of the TFAR system.



STEP #2

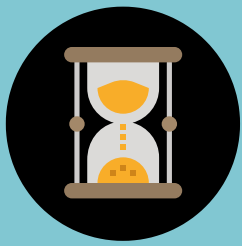
The second step is to reflect on how you feel. What kind of emotional state are you in when you want to procrastinate?

Then you want to see the connection between your thoughts and feelings. In most cases, you will notice that your feelings derive from a certain thought or specific thought patterns.



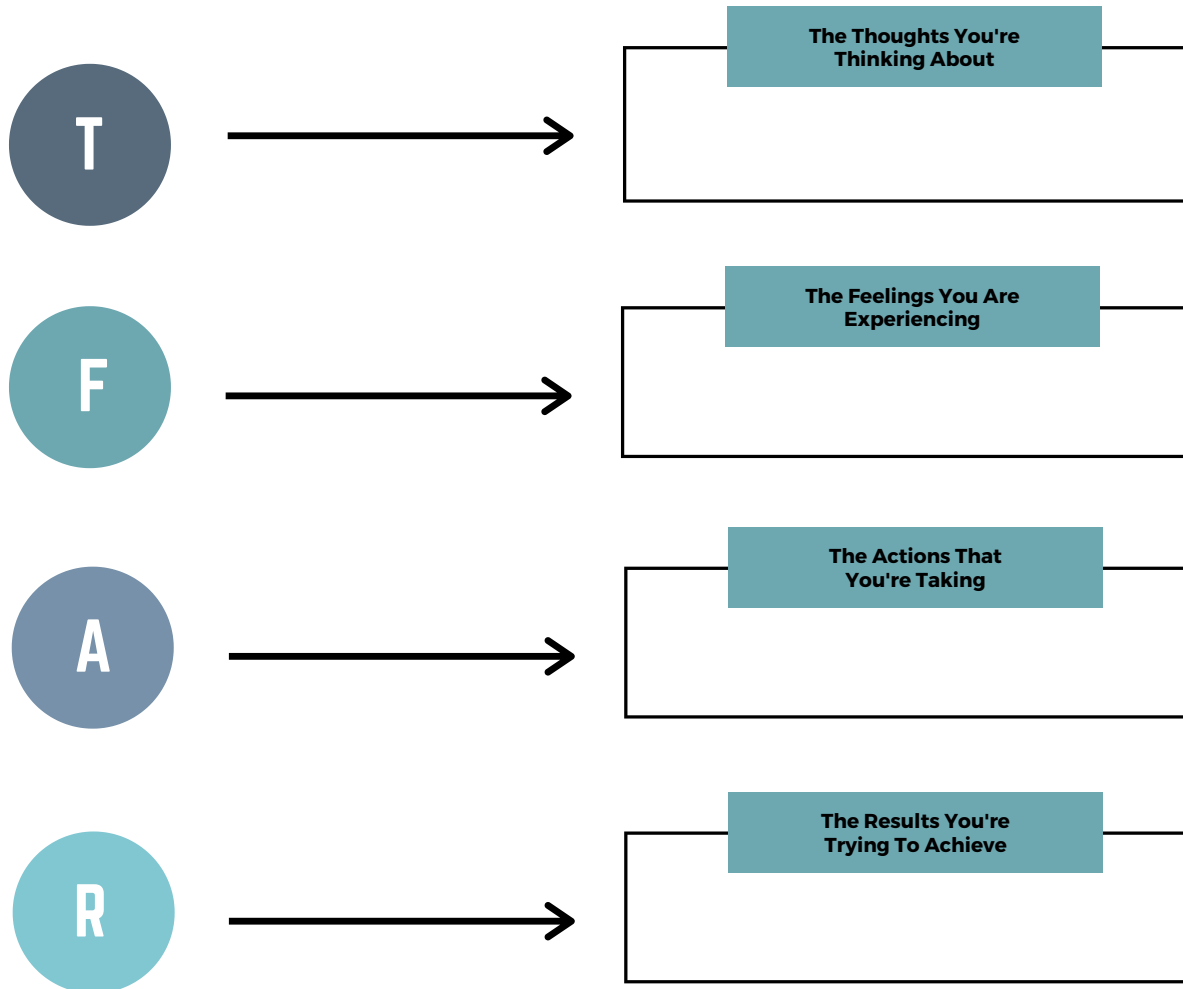
STEP #3

Lastly, you want to see the actions that you usually take when you encounter the combination of thoughts and feelings you previously analyzed. Not only that you procrastinate, but what you do when you procrastinate. You will usually move towards something that's more enjoyable or exciting than the task at hand, hence why you procrastinate.



THE TFAR SYSTEM

The Root Of Procrastination



RATE THE ALIGNMENT - IDENTIFY THE NUANCE

[illegible]

THE TFAR SYSTEM



INSTRUCTIONS

In the next page, we're going to move into applying changes to the existent TFAR system. You will notice that this time the system is reversed. Instead of going $T \rightarrow F \rightarrow A \rightarrow R$, we will reverse-engineer it as $R \rightarrow A \rightarrow F \rightarrow T$

The reason we're going to reverse-engineer the system is because this time we want to set a result we want to achieve and then build up the healthy foundations to achieve it, hence the $R \rightarrow A \rightarrow F \rightarrow T$ system

TAKE IT A STEP FURTHER

The result should be clear and precise. If you just set the result as "I want to stop procrastinating" the system will be too broad. It's better if you use the system with precision. So instead, the result can be "I want to finish my essay on time", or "I want to finish my work project by the end of this week". This way, your thought process will be oriented towards a fixed goal or result. The TFA elements are different when it comes to the two different examples. Each time you catch yourself procrastinating on a certain task with a certain result, you can use the reverse-engineered system to figure out a better and healthier foundation to ensure proper execution and efficient attainment of the result.

KEEP IN MIND

01

IDENTIFY

Identify the elements of the TFAR system at first

02

FLIP THE SYSTEM

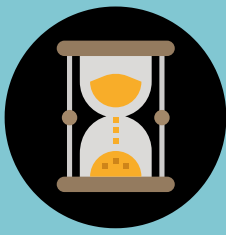
Reverse-engineer the system from $T \rightarrow F \rightarrow A \rightarrow R$, to $R \rightarrow A \rightarrow F \rightarrow T$

03

ADJUST

Adjust the elements of the new system in a way that would build a healthy structure to attain the desired result.





THE TFAR SYSTEM

Adjusting The System

1

R - Result To Achieve

.....

.....

.....

2

A - Actions To Take

.....

.....

.....

3

F - Feelings To Experience

.....

.....

.....

4

T - Thoughts To Think Of

.....

.....

.....

1

2

3

4

RATE THE EFFECTIVENESS - ARE THE ELEMENTS ALIGNED

	YES	NO		ANYTHING TO FIX?
Are R And A Aligned?	<input type="radio"/>	<input type="radio"/>	→
Are A And F Aligned?	<input type="radio"/>	<input type="radio"/>	→
Are F And T Aligned?	<input type="radio"/>	<input type="radio"/>	→
Are All The Elements Aligned	<input type="radio"/>	<input type="radio"/>	→

PROCRASTINATION IN NUMBERS

DATA, AND STATISTICS

1) Over 26% of the world's population suffers from chronic procrastination. That's almost two billion people.

2) The number of procrastinators has quadrupled since the 1970s.

3) Professor Pies Steel, from the University of Calgary, stated that 95% of the population procrastinates at times.

4) Over 40% of procrastinators incur financial loss due to this problem accounting to hundreds of billions of dollars down the drain every single year.

5) One out of five people reported that procrastination jeopardized not only their finances, but also their credit, job, relationship and even their own health.



🌐 WORLD-WIDE

👤 +2 BILLION

📉 40%-95%

💰 +100 BILLION

40% 26% 95%

Financial Losses And
Problems

Chronic
Procrastinators

Procrastinating
Every Now & Then

THE ESCALATION

1 Procrastination starts are an innocent habit to embrace pleasure and avoid pain.

2 Soon enough, we start procrastinating more often. We skip habits, homework, job-related projects..etc

3 The consequences become overwhelming that it's hard to deal with the problem now.

Procrastination, or as I'd like to refer to it, "the silent killer" is a problem that we must be very well aware of. You might be at a stage where you do it every now and then but it's not really affecting your life much. However, if you don't begin to monitor and regulate the problem now, it will only get worse in the future.

This problem is affecting so many people around the world. The worst thing is that most people are not even aware that procrastination is a major problem that they need to take very seriously in their lives. Otherwise, it can pile up and cause a lot of problems in the present and the future.

INFOGRAPHIC

TYPES OF PROCRASTINATORS

WHICH ONE ARE YOU?



THE PERFECTIONIST:

They spend too much time on a task they're good at and wait for the last minute to finish the unpleasant tasks.

THE IMPOSTER:

An imposter procrastinator is one who is afraid of being judged on his work. As a result, tries to avoid revealing his work and thus procrastinating.



THE DREAD-FILLED:

This type of procrastinator won't work on anything that does not excite him or her, and therefore will lose interest and motivation to finish the tasks required.

THE LUCKY:

There's a group of procrastinators that have actually made peace with procrastination. They know how to tackle their tasks and get the work done on last minute.



THE OVERWHELMED:

They would start with the most important task and finish the work step-by-step, however an overwhelmed procrastinator wouldn't start with anything and therefore won't finish the work required.

THE DIFFERENT TYPES

There are different types of procrastinators out there. It's not just a question of personality here. Every time you procrastinate, you give yourself an argument or a justification as to why it's okay to do it.



PERSONAL NOTES

**WHICH TYPE(S)
ARE YOU?**

**WHY THAT TYPE
OR TYPES?**

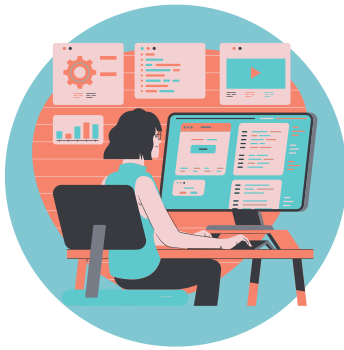
WHAT CAN YOU DO TO CHANGE IT?

NOTES

HOW TO USE IT

The CCSEM Formula is easy to use. However, you need to be very well aware of its different components. Once you develop a good understanding of the concepts, it becomes a lot easier to identify the loopholes and arrange the elements in order.

The best way to use the CCSEM formula is to draw a table that connects your goal to the different components of the formula. As you do so, you will be able to notice the discrepancies or nuances that are causing a lack of motivation. The next step would be to set an action plan and working on the shaky elements that you were able to identify.



STEP #1

Get familiar with the different elements of the CCSEM formula.

You need to understand what the consequences are, and regulate your level of certainty. You also need to get more familiar with the idea of skillsets, emotions and constructive momentum.



STEP #2

Set your goal and identify all the elements in the CCSEM formula that can be linked to it.

While you do so, you want to pick out the elements in which the components don't align with your goal and can cause a lack of motivation when encountered.



STEP #3

Lastly, now that you identified the missing links you need to be working on, it is time to set an action plan. Your action plan should tackle the issues that are causing the lack of motivation and work your way up towards aligning the components properly.

CCSEW FORMULA

01

THE CONSEQUENCES

It's knowing what you really want to achieve, having a vision, and mission. The consequences are the reasons that are going to get you back up when you fail or face an obstacle or a setback.

02

LEVEL OF CERTAINTY

The level of certainty as to whether or not you'll be able to achieve the goals you're set out to achieve. It's your mindset that we're talking about here. If you don't believe with an adequate level of certainty that you can achieve the goals, you'll lose the motivation.

03

YOUR SKILL SETS

Skill sets is one of the biggest elements of the formula that people never notice. Our skillset levels will determine how fast we will move towards the goal, and how quickly we'll be able to overcome the obstacles we face.

04

EMOTIONAL INTENSITY

Emotions are also a crucial factor. See motivation is not what moves you towards your goals. Your sense of motivation helps you set the goals and hype yourself up. It's your emotions that dictate whether or not you'll be moving towards your goals, or away from them.

05

CONSTRUCTIVE MOMENTUM

The motivational center of the brain, is usually activated by the stimulation of dopamine. Here's the thing, dopamine is stimulated when there's an anticipation of a short-term or instant reward. That's exactly why momentum is important.



THE CCSEM FORMULA

Laying Out The Foundation

The goal you want to achieve

Your consequences and your " why "

What is your level of certainty?

What skill sets do you need to have?

What emotions do you need to feel?

Measuring your momentum

MEASURING THE LEVEL OF ALIGNMENT IN THE CCSEM FORMULA

IS EACH AND EVERY ELEMENT WELL ALIGNED WITH YOUR GOAL?

	YES	NO		ANYTHING TO FIX?
Consequences	<input type="radio"/>	<input type="radio"/>	→
Certainty Level	<input type="radio"/>	<input type="radio"/>	→
Skillset Level	<input type="radio"/>	<input type="radio"/>	→
Emotional Intensity	<input type="radio"/>	<input type="radio"/>	→
Constructive Momentum	<input type="radio"/>	<input type="radio"/>	→

USING THE ACTION SHEET



If you are feeling a lack of motivation, the problem is going to be linked to one of the elements above.

- If you have consequences deriving from an intrinsic source you have a powerful purpose.
- When your certainty level is high, you get to a point of blind belief where nothing can hold you from achieving your goal.
- As you develop the necessary skillsets, you become more efficient and more productive.
- When you use your emotions to fuel your motivation, you tap into an unlimited and powerful resource.
- Finally, when you have constructive momentum that you can reflect upon and see yourself progressing towards your goal, this will fuel your motivation levels even more.



THE CCSEM FORMULA

Laying Out The Foundation

Consequences

YES

NO



Certainty

YES

NO



Skill Sets

YES

NO



Emotions

YES

NO



Momentum

YES

NO



APPLICATION

Now that did the editing, make sure once more that all the components align with the elements and with the goal you're trying to achieve. If not, review them and do the necessary adjustment. Now you know exactly what you need to work on, and based on that you can create your action plan.

ACTION PLAN

Now it's the time to build
your action plan

THINGS TO WORK ON:

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

DATE TO ACHIEVE:

ELEMENT #1

ELEMENT #2

ELEMENT #3

ELEMENT #4

ELEMENT #5

ELEMENT #6

DONE DATE:

Daily Schedule

6:00 AM

7:00 AM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

6:00 PM

7:00 PM

8:00 PM

9:00 PM

10:00 PM

11:00 PM

NOTES:

HOW TO USE IT

The breakdown and countdown method is a strategy that you need to take into consideration if you want to stop procrastinating.

The way to use it is simple.

You're going to identify the main goals you are trying to achieve, then you want to break down those goals into easily achievable tasks.

After you have a list of tasks that you need to work on in order for you to achieve the goal, you are building yourself a series of steps that you can climb one at a time instead of trying to take 10 steps at a time.

For this method to be even more efficient, make sure you set deadlines and dates by which you want to achieve the tasks.



STEP #1

Write down a list of goals that you want to achieve. Make sure to write the objective you're trying to achieve and be specific about it.

Once you have a list of goals or maybe even one single goal, you want to brainstorm the different tasks you need to accomplish, in order for you to achieve this goal.



STEP #2

Now that you broke down the goal into separate tasks you need to complete, you have to classify those tasks in a priority sequence. Start with the first tasks or the most important task, and build your way down to the last piece of the puzzle.

Once you're done, you should have your main goal, plus the list of tasks you need to work on.



STEP #3

Now that you have your goal or goals, and you have the list of tasks you need to work on in a priority sequence, it's time to set deadlines or dates. Identify the dates by which you want to complete each task, and build your way up to get an estimation as to when you'll be able to finish all the tasks, and achieve the goal.

BREAKDOWN AND COUNTDOWN

GOAL:

TASKS TO COMPLETE

☐

☐

☐

☐

☐

☐

☐

☐

PRIORITY SEQUENCE

TASK #1:

TASK #2

TASK #3

TASK #4

TASK #5

TASK #6

TASK #8

TASK #9

SETTING YOUR DATES AND DEADLINES

TASK#1:

DATE:

TASK #2

DATE:

TASK #3

DATE:

TASK #4

DATE:

TASK #5

DATE:

TASK #6

DATE:

TASK #7

DATE:

TASK #8

DATE:

NOTES:

WEEKLY WORK PLAN

PLANNING THE DAYS AHEAD

TASKS TO WORK ON	S	M	T	W	T	F	S

NOTES:

MONTHLY TRACKER

GOALS AND TASKS

GOALS: Set a deadlines for the goals you want to achieve

TASKS: Set a deadline for the tasks you need to finish working on

MONTH:

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTES

HOW TO USE IT

The ABC method is pretty straightforward. It is also particularly powerful because it can ensure that you keep up your consistency going. The main thing that throws us off track is failing to keep up with the consistency.

When using the ABC method, you want to first look at the goal you're trying to achieve, and break it down so you know the specific tasks you need to work on to achieve it (use the breakdown and countdown method for reference).

Once this is done, you need to classify the tasks under 3 different categories based on the ABC system.



STEP #1

Use the breakdown and countdown method to break down your goal into separate tasks you can work on. The ABC method steps in when you're having a stressful day, and you can't seem to focus properly. If you had a major task set up on your schedule for that day, you want to make sure that you're as consistent as possible.



STEP #2

This is where the ABC method steps in to save the day.

The tasks are broken down according to criteria that measure the difficulty, time involved, and energy consumed.

When you can't seem to be able to work on a big task, you can then switch onto a less challenging one to keep your consistency flowing.



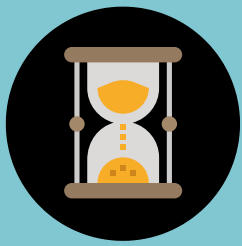
STEP #3

The A-B-C Method works on breaking down the goals you have and the related tasks you need to be working into three separate categories:

A- Optimal Goal: Heavy workload

B- Mediocre Goal: Average workload

C- Survival Goal: Minimal workload



THE ABC METHOD

Keeping Up The Consistency



APPLICATION

If one day you had a task to work on, but you were in a certain mental state that you can't shake off, you can use the following sheet to assign yourself a new task that's easier to achieve while keeping up the consistency flowing. Then you want to breakdown the optimal goal into smaller tasks and set a date to work on them.

A



Optimal Goal: Heavy workload

B



Mediocre Goal: Average workload

C



Survival Goal: Minimal workload

BREAK IT DOWN

TASK #1

TASK #2

TASK #3

TASK #4

DATE TO ACHIEVE

TASK #1

TASK #2

TASK #3

TASK #4

PERSONAL NOTES

**WHAT IS THE
OPTIMAL GOAL?**

**HOW DID YOU
BREAK IT DOWN?**

STEPS TO ACHIEVE THE TASKS

NOTES

HOW TO USE IT

The Emotional Variation formula is best used when you can reflect it on the TFAR system. The difference between it and the TFAR system is that it tackles emotions directly. Generally speaking, when we procrastinate we say to ourselves: " I don't **feel** like it. "

How we feel usually plays a very important factor that determines what we're going to do. In the Emotional Variation Formula you will build a list of habits and exercises that you can do to get yourself into a positive mental state. The habits or exercises you pick need to be powerful to the extent where you know they can influence the way you're feeling.



STEP #1

The first step is for you to develop a good awareness towards the feelings you have when you want to procrastinate.
Do you feel bored?
Irritated?
Overwhelmed?
What do you feel when you procrastinate?
Once you're aware of your emotional and mental state you can work on fixing it.



STEP #2

The second step is to set a list of habits that you can use to counter the negative emotional state with a more positive state.
Bored? What can you do to snap out of boredom?
Overwhelmed? What habit can you do to feel less overwhelmed?
Irritated? What habit can you do to feel less irritated.



STEP #3

Now that you have a list of mental states that lead you to procrastinate, and you also have a list of habits or exercises to counter that state you will start applying it. Every time you feel that you're stuck with certain negative emotions, do your variation and put yourself in a more positive state.

PERSONAL NOTES

**TYPICAL
NEGATIVE STATES**

**UPLIFTING HABITS
YOU CAN DO**

OTHER USEFUL HABITS YOU CAN THINK OF

NOTES



EMOTIONAL VARIATION

Get Back On Track

Emotional State #1

Habit Variation

Emotional State #2

Habit Variation

Emotional State #3

Habit Variation

Emotional State #4

Habit Variation



THE VICIOUS CYCLE

Of Procrastination

