

BEDS-M Checklist

Use the BEDS-M checklist as a starter set of techniques to reduce procrastination and create your first high-power productivity habits. Further, more advanced techniques will need you to be comfortable with using the BEDS-M checklist!

The BEDS-M Checklist:

- ☐ **Burnt ships strategy** – Consequences created for failure to accomplish a short-term goal
- ☐ **Environment** – Distractions have been completely removed from the environment in order to reduce the number of distractors and opportunities for procrastination and temptation. People with high levels of discipline most characteristically spend time and effort to optimise their environment because they realise how precious their “focus energy” is.
- ☐ **Distractions cheat-sheet** – Keep a piece of paper next to you while you are trying to focus so that you can note down any distractions that you failed to remove from the previous step. The next time you can account for these and remove them!
- ☐ **Scheduling** – A good schedule has been created based on the good scheduling guidelines from previous worksheets/lessons.
- ☐ **Minimum Viable Goals (MVG)** – The smallest possible goal that you can set in order for you to progressively achieve the larger, more meaningful goal. The common mistake is that the smallest goal students create is not small enough! Even something like “look to my left” could be enough.