

THE BOSS HAT *Programme*

LOOKING AFTER YOUR HAT Part 2 - Lesson 4 – Common Time Stealers

Write down your 3 favourite ways of procrastinating e.g. social media, cleaning, sorting through your emails.

1.

2.

3.

Ask yourself whether you need to procrastinate right now so you can have a break, or whether you're really just putting something off.

If you are procrastinating for a rest – then give yourself 10 minutes to do just that and then move on.

If you're actually just putting something off, write down why here.

NOTES:

A large, empty rectangular box with a black border, intended for taking notes. It occupies most of the page below the 'NOTES:' heading.