

PHOENIX METHOD COACHING

**PRACTICING  
PRODUCTIVE  
PROCRASTINATION**

**FREE TOOLKIT**

# BE THE ACTION!

Procrastination isn't about being distracted or lazy, it is about understanding the difference between fear based and curiosity based intentions behind the actions & behaviours.

Did you know these facts about procrastination?

**95%** of people admit to **procrastinating**

**33%** are **serious procrastinators**

**40%** have **financial issues due to procrastination**

Overcoming procrastination once and for all is possible with the right tools and an accountability partner. This kit can help you start your journey towards freedom and productivity.

## HOW TO USE THIS TOOLKIT

- Practice the **3 simple yet impactful STEPS**
- **Commit to yourself**
- **Use these tools as often as you need too.**



**The more you practice the more empowered you feel.**  
Having a **daily practice**, trains your nervous system to get **more comfortable** with it and soon it will **come to you naturally.**

**Good Luck!**

***Ketki Chandavarkar***

*Founder, Phoenix Method Coaching*

# Step 1

## Instead of Asking WHY, ask WHAT is driving your procrastination



**Analysing the why behind the procrastination, leads to more procrastination.** Because, usually it is not just one reason, it could be a combination of past experiences, self-sabotaging beliefs and drive.

**All procrastinators feel that, if they know the “why”, it will help them to stop procrastinating.**

That is possible only with a trained Coach. If you haven't signed up with one, then stay clear from trying to find the “Why”.

**What you can do is, figure out what is making you procrastinate.**

### Ask yourself:



- What is making me procrastinate, **is it fear or curiosity?**

*Procrastination can be good, when it is about understanding the process rather than not taking action! Focusing on what you want (curiosity) vs don't want (fear).*

- **Fear Based Procrastination:** How do I know that everything I am fearful about, will come true?

Usually, **fears are imaginary** and those from past experiences, **do not apply to your current actions.** This is where working with an accountability partner and coach can really help.

- **Curiosity Based Procrastination:** What else do I need to know about this task, to move forward?

This question brings to **focus, “moving forward”** and what you need to achieve that. What you instruct your mind to do, is what happens. By focusing on moving forward, **your mind looks for evidences around you to make that possible.**

**Example:** When you decide you want to buy a red car, your mind is drawn to red cars everywhere, hence you feel like everyone has one.

# Step 2

## Change The Narrative

Be patient & kind to yourself!

Why? 🙄 BeCause, everyday is an opportunity to do something different.



### Procrastination isn't an identity

Somedays you might procrastinate because of self-sabotage and somedays the project might call for it. **Know the difference, change the narrative and Be Kind to yourself!**

**All procrastinators have a story about themselves, “I am lazy, useless, wasting time, depressed”, etc.**

This story doesn't serve you! Then why continue to do what doesn't serve you and expect a new result?

**Like everything, change is constant & you can change your story!**



**Ask yourself 2 questions:**

#### 1. Is delaying this action serving me or the project?

*(if the answer is, you, then it is **self-sabotage**, go to Step 1, question 1. If the answer is project, then you have clarity and are able to ask for what you need to take action.)*

#### 2. Am I judging myself for procrastinating?

*(Usually, at this point our inner saboteur starts labelling us as lazy, scared, not good enough, etc. if you are judging yourself, write them all down on paper, then tear it up! **It has to be done on paper not on your phone.** The action of tearing up labels which aren't true, signals to your nervous system, as an act of **Self-Love** and to move on and take action.*

# Step 3

## Be SMART

For minimum **10mins today** 😊



**CONGRATULATIONS YOU HAVE MADE THIS FAR!**



**Remember**, we have a tendency **to repeat & be consistent** with activities that we enjoy! That's why we can binge on shows often. **Celebrating** new behaviours **coerces the mind to repeat them.**

After celebrating yourself for Doing Steps 1 & 2, which is the toughest part of this journey.. it is time for step 3!



**Be S.M.A.R.T, the Phoenix Method way:**

- **S - Simplify it**

*Even the most complex of goals, started simple. Break down the action to its simplest of steps. Eg: to reach my fitness goals, I need to find a gym/trainer, to find this I need to make a call. Voila! make a call today.*

- **M - Make SHORT lists!**

*Pick your top 3 things to achieve in a day. Can be from the same goal or 3 different ones.*

- **A - Action**

*1 simple step of the activity that you have been procrastinating, today! Tomorrow, this will be your starting point. Eg: today you make the call, tomorrow you visit the gym. day after your starting point is, what next from visiting the gym.*

- **R - Repeat**

*S, M & A till you have achieved your Results!*

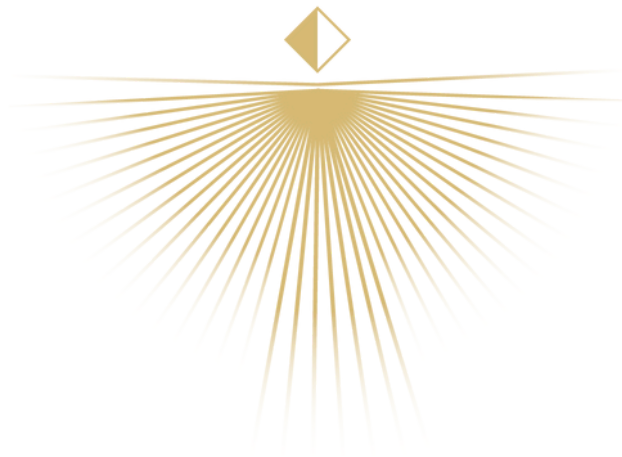
- **T - Time to celebrate**

*Wins are Wins! Our mind & body start getting used to winning and soon it becomes a theme of your life.*

# You've Done It!!

## YOU ARE NOW AN EMPOWERED PHOENIX!

You now have the basic tools you need to empower yourself.  
Practicing them daily is a commitment you are making to yourself.



Like this step by step toolkit?

### Want to know more:

- **The why behind your tendency to procrastinate?**
- **Recover from overwhelm & burnout?**
- **Build Iconic Confidence?**
- **Reset to thrive and not just survive?**

Contact PMC:

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# KETKI CHANDAVARKAR

Founder, Phoenix Method Coaching



An ICF & RSCI certified Transition & Mindset Coach, Ketki helps clients,  
**Reset, to thrive and not just survive.**

This Reset positively impacts all areas of their lives; Career, Relationship and Parenting. Ketki went through a reset herself after a 15+ year career in Fashion Retail, as she burnt out twice, to becoming a Coach. She uses these in-depth insights in outlining methods and modalities at PMC.

**“Taking from my personal experience of reset and transformation, I am able to recognise at which level of transition a client is in and design a program accordingly to suit their needs, in order for them to thrive.”**

Understanding that **every client’s needs are different**, hence needing their own unique approach, Ketki has equipped herself with a wide range of tools and techniques. **Her approach is to keep it simple yet impactful**, while making the changes, that would have seemed impossible at the beginning.

Coaching helped in her own journey to reset and now she pays it forward as a Coach. Her approach curated into **3 pillars of RECOVERY . RESILIENCE . RESET**

Helps clients transform to being authentically themselves, realising their full potential and going for it, **with clarity and confidence!**