



Get It Done!

INSTRUCTIONS

Do you have a task that you're always putting off doing and never seem to complete? Well, whether it's a one-off or a regular task, answer the questions below to review your motivations and *start* to get finished! Then complete page 3 to find new ways to make the task more fun – let's see if we can't GET IT DONE!

First answer these questions:

1. Describe the task you want to complete

2. How enjoyable is this task? (score out of 10) _____ / 10

Be 100% honest with yourself and write down the FIRST number that pops into your head.

3. Sit with this score for a moment. If it's a low score on the enjoyment factor - well no wonder you haven't completed it yet! And, if it's a high score on the enjoyment factor, what's getting in the way?

4. OK, so what are the BENEFITS to YOU of completing this task?

➤ _____

➤ _____

➤ _____



5. And what would happen to YOU if you DON'T complete this task?

- _____
- _____
- _____

6. So, is this task for YOU or for someone else?

7. How much do you want to have the task finished and done? (score out of 10)

_____ / 10

8. Do you REALLY need to do this task, honestly? Y / N (circle one)

9. Decide here if you're going to complete this task or not:

I will complete this task Y / N (circle one)

If you've decided NOT to complete this task, congratulations! Now, who do you need to inform? Are there any other steps you need to take?

So assuming you still want to complete this task, just before we look into making the task more enjoyable for you, sometimes it's easier to break a task down. If there are multiple steps to the task, contemplate completing your task in stages. Then, when could you complete the first step? Second step?

List the first three steps here:

1. _____ 2. _____ 3. _____

By When _____ By When _____ By When _____



Finally, we're going to look at ways to enhance your task-completion experience.

What makes you happy? What do you love doing? What excites you?

Simply answer the questions below and use your responses to come up with new ways to make your task more enjoyable and fun.



