



Overcoming

PROCRASTINATION

The ART
Of Getting
Things
Done NOW

Self-Study
Coaching Program
Preview



Overcoming Procrastination

The Art of Getting Things Done Now

Self-Study Coaching Program Preview

Congratulations on purchasing your very own Ready2Go Self-Study Coaching Program!

You now have at your disposal another product in the extensive suite of completely developed Ready2Go products that you brand as your own and easily implement to grow your business. We certainly hope that you use this product in conjunction with the full suite of marketing and communication products, as regular contact with your clients and prospects is the most effective strategy for growing your business.

The full suite of Ready2Go products includes **professionally written, scripted and designed:**

- Pre-written tweets
- Special reports
- Audio training programs
- Success tips
- Speeches
- Teleseminars
- Workshops
- Self-Study Coaching Packages

When it comes to effective ways to gain exposure and offer a valuable service to your prospects and clients, teleseminars are a sure fire strategy. They are hugely popular in the industry for a reason. They are a cost effective, convenient, and very efficient way to deliver value to your market.

While we hope that you are using the workshop in conjunction with the Ready2Go Marketing Solutions Bundle, this product alone is a great tool for growing your business. With your Ready2Go Teleseminar, you are implementing a powerful strategy for growing your business. And the great news is that the Ready2Go Teleseminar topics are completely developed and ready for you to implement. They are relevant to most target markets and are easily customizable, saving you tons of time and effort. They are also designed to be educational, engaging and fun so that your attendees leave the call feeling that it was time well spent.

If hosting teleseminars is new for you, or even if you are a veteran, then you have come to the right place, as it doesn't get much easier than with a Ready2Go Teleseminar. If you apply the tips you learn in this Teleseminar Guide, and combine it with a professionally crafted Ready2Go Teleseminar, then you are on your way to great success!

The Ready2Go topics are highly relevant to most target markets, easily customizable and specially designed to attract, nurture and convert clients in a systematic way. Plus these products can easily integrate with your own products, services and communications.



In this comprehensive suite of products, your prospects and clients will receive quality content, have an opportunity to establish familiarity and trust in you, and get sought after solutions to their needs. And doing professional presentations is one of the most effective components of an effective marketing strategy.

Enjoy!

A handwritten signature in black ink that reads "Kim". The letters are fluid and connected, with a long horizontal stroke at the end of the "m".

Kim Clausen,
President
Ready2Go Marketing Solutions, Inc
Kim@Ready2GoMarketingSolutions.com

P.S. Please be sure to tell us about your experiences. We are excited to hear!

Ready2Go Marketing Solutions, Inc.® 5023 W 120th Ave #184, Broomfield, CO 80020 303-465-0454
www.Ready2GoMarketingSolutions.com

*Overcoming Procrastination – The Art of Getting Things Done Now
Self-Study Coaching Program Preview*

What You Get in Your Ready2Go Coaching Package

Your Ready2Go coaching package includes:

- An editable cover for customizing and delivering your coaching program.
- Coaching modules with a combination of,
 - Teaching and activity set up,
 - Client exercises and handouts,
 - Debrief questions,
 - Follow-up plan which includes,
 - Homework and coaching sessions
- How to use your Ready2Go Coaching Package as a Free Offer to grow your list
- 5 Ways to use your Ready2Go Coaching Package to grow your list and make more money in your business.

***Overcoming Procrastination – The Art of Getting Things Done Now
Self-Study Coaching Program Preview***

Published by Ready2Go Marketing Solutions, Inc.

Copyright © 2010 by Ready2Go Publishing, LLC

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system now known or to be invented, without permission in writing from the publisher, except by a reviewer who wishes to quote brief passages in connection with a review written for inclusion in a magazine, newspaper or broadcast.

"This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering professional service of any kind. If expert assistance is required, the services of a competent professional person should be sought."

DISCLAIMER

This publication is sold with the understanding that neither the author nor the publisher is engaged in rendering professional services. Questions relevant to the specific professional needs of the reader should be addressed to practicing members of those professions.

The information, ideas, and suggestions contained herein have been developed from sources, including publications and research, which are considered and believed to be reliable, but cannot be guaranteed. Moreover, because of the technical nature of the material and the fact that laws are never static, but ever changing, the assistance of a competent, qualified professional is recommended when implementing any plans or ideas discussed in this publication, in whatever medium the material in this publication is used.

The publisher specifically disclaims any liability, loss, or risk, personal or otherwise, incurred as a consequence directly or indirectly of the use and application of any of the techniques or contents of this publication.

This publication and the contents herein are provided without any warranty, express or implied, as to their effect, completeness, or results received.

TERMS OF USE

By purchasing or using this publication and the contents herein, you agree that they may only be used for your personal use and may not be sold or redistributed without the written consent of Ready2Go Marketing Solutions, Inc. The publisher of this package has no way of knowing the specific needs of the reader. It is necessary then that you understand the limitations of this or any other package.

LICENSE

This publication is copyrighted. The buyer of this publication is given a limited license to use its contents for his or her use.

This package and all its contents are sold to you, the buyer, with the agreement that your purchase entitles you to a non-exclusive right to use this package and the material contained herein for personal educational use.

Printed in the United States of America

About Ready2Go Marketing Solutions, Inc.®

*Overcoming Procrastination – The Art of Getting Things Done Now
Self-Study Coaching Program Preview*



About Ready2Go Marketing Solutions, Inc.®

Ready2Go Marketing Solutions, Inc. – Instant Information Products to Market Your Business

Ready2Go Marketing Solutions, Inc. provides small business owners with turn-key marketing products, so that they can spend less time marketing and more time growing their business.

Ready2Go Marketing Solutions, Inc. offers a suite of plug-n-play marketing solutions such as fully-developed workshops, teleseminars, speeches, audio training programs, special reports and more. These tools are ready-made for coaches, consultants, trainers and speakers to customize and brand as their own, saving tons of time and effort.

By creating these completely developed products, we've eliminated the difficult and time-consuming task of content creation, so small businesses don't have to worry about marketing and selling. Instead, they can now put their marketing on auto-pilot and focus on doing the work they truly enjoy.

Our products include everything small businesses need to deliver value added products to their clients and prospects. It's marketing made easy!

We Have Common Bonds

Like you, we are business owners and coaches who struggled with the lack of marketing materials to grow our own businesses. We were frustrated by the choices, the availability and the accessibility of quality marketing plans and materials that actually work.

So we did something about it. We went out and crafted marketing strategies that are highly effective, boldly innovative and dazzlingly creative.

We have professional marketers, training developers, copywriters, and speech writers who are poised to provide you with the highest quality products and services to grow your business with more than 50 years of training development, speaking and business development experience.

Our products are professional grade, developed by experts in the industry and are easy to follow and implement, GUARANTEED.

Plus, if you need that additional support to help you launch your Ready2Go marketing solution, we have trained coaches on staff to assist you.

For further assistance, contact us at support@ready2gomarketingsolutions.com or give us a call anytime.

*Overcoming Procrastination – The Art of Getting Things Done Now
Self-Study Coaching Program Preview*

Ready2Go Marketing Solutions' Product Offerings

Be sure to check out the full range of products available to you from Ready2Go Marketing Solutions, Inc. to help you to successfully grow your list, nurture relationships by providing great value, market your teleseminar and get new clients.

With these products you receive quality content created by professional copywriters, speech writers and training developers, plus all the instructions and tips that you need to be successful in your implementation. The Ready2Go products are created on topics that are highly relevant to most target markets, and have valuable content that your prospects will find very educational and informative. Plus they are easy to customize and brand as your own.

The full suite of Ready2Go products to coordinate with your teleseminar includes:

- **Pre-written tweets** to gain awareness and promote your special offers and events
- **Special reports** to use to grow your list or send to your list as a gift
- **Professionally scripted audio training programs** that you record in your own voice
- **Success tips**, which are 100- to 200-word "mini articles" to send to your list or use as blog posts
- **Professionally crafted speeches** for your in-person presentations
- **Professionally designed workshops** to reach more people, generate income and convert more clients

To learn more about the Ready2Go products, go to www.Ready2GoMarketingSolutions.com.

Read This First

*Overcoming Procrastination – The Art of Getting Things Done Now
Self-Study Coaching Program Preview*

How to Use the Coaching Program

Your Ready2Go Coaching Program is expertly designed to be delivered in a variety of ways:

1. Popular platform options:

Coaches Console: (www.coachesconsole.com)

The screenshot shows the Coaches Console interface. It features a navigation menu at the top with options like HOME, MY PROFILE, COACH, COURSE, RISK, REWARDS, MONITORING, FREE OFF, LOGIN, REGISTER. The main content area is titled 'Products & Services' and highlights the 'Courage, Risks and Rewards Coaching' program. A section titled 'Part #4 Client Activity' includes a 'The Rewards of Risk Taking' section with a scale of justice icon and a 'So, what have you been wanting to take a chance on?' reflection prompt.

Jigsawbox: (www.jigsawbox.com)

The screenshot displays the Jigsawbox website for the 'Courage, Risks and Rewards Coaching Program - Part 1'. It includes a 'New Content' button and a 'Lessons in Part #1 of the Coaching, Risks and Rewards Coaching program' section. The text discusses the importance of taking risks and making mistakes. A 'Questions' section at the bottom contains three numbered prompts for reflection, such as 'What do you see between these two phrases...' and 'Where do you focus most of your time and energy...'.

Website:

The screenshot shows a website for a 'Self Study Coaching Program - The Fertile Mind - Change Your Thoughts to Reap a Better Life'. It features a navigation menu with 'Home', 'Salesmaster Topics', 'Join', 'Our Team', 'FAQ's', 'Contact Us', and 'Affiliates'. The main content area lists 'Module #1 - If You Were a Farmer' with sub-sections for Lesson #1, Lesson #2, and Lesson #3. A sidebar on the right lists 'Additional Topics' such as 'All 21st of Success', 'Achieving a Long Range', and 'Creating Your Own Rewards'.

Ruzuku: (www.ruzuku.com)

The screenshot shows the Ruzuku website for the 'Calming the Storms of Conflict' course. It includes a navigation menu with 'Home', 'Lessons', 'Events', 'People', and 'Recent Activity'. The main content area features a 'Your Guide' section for Claudette Cheever and a 'Lessons' section with a list of topics like 'Getting Started', 'The 6 Steps', and '8 Tips to Turn Down a Hot Response'. A price tag of '\$47.95' is visible. The 'About this Course' section describes the program's focus on resolving conflict.

Email:

The screenshot shows an email from Ready2Go Marketing Solutions. The subject is 'Module #1 - The Fertile Mind'. The email content includes a welcome message, a link to download a worksheet titled 'The Garden of Your Mind', and instructions on how to use the worksheet. It describes the 'Fertile Mind' program as a self-study coaching program that helps users explore their thoughts and their impact on their lives. The email concludes with a list of four tasks for the user to complete, including writing a message for the program and answering a brief questionnaire.

*Overcoming Procrastination – The Art of Getting Things Done Now
Self-Study Coaching Program Preview*

2. Written word or recorded format.

Your Ready2Go coaching program has been designed to be delivered via the written word or can be recorded and delivered in an MP3 format. Easy to follow instructions are provided in each coaching package.

3. Branding.

We have provided an editable cover, coaching program script, activity sheets and additional homework so you can change the content, name, and add your brand.

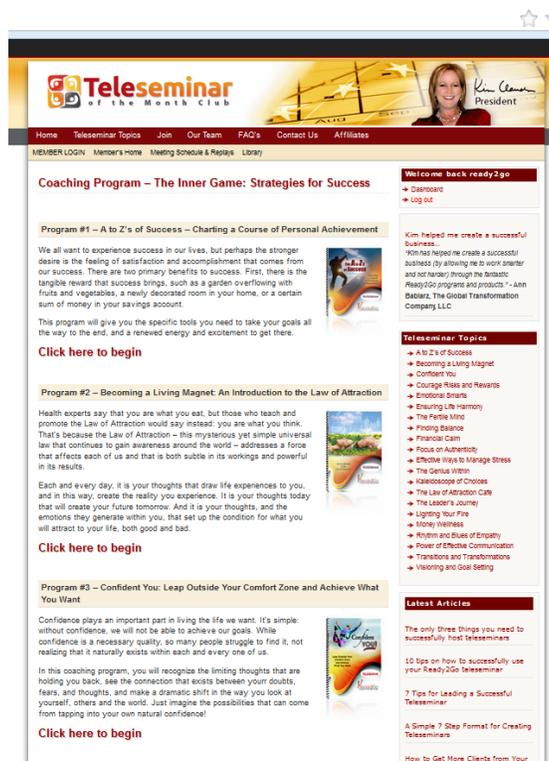
Currently, the cover image is grouped for easy distribution. To edit the cover image, ungroup the images and fonts to customize as needed.

4. Delivery.

Each coaching program is divided into 5-8 modules and will take your clients 60-75 minutes to complete in its entirety. For free programs, you may “drip” the modules (give one at a time through a timed schedule), but it is also recommended to give your clients the choice to have full access as well. Sometimes clients are excited to complete the program and want to work at their own pace and not be forced to wait.

5. Free and Paid.

These programs are designed to be delivered as a free gift or a paid program. Additionally they can be delivered as individual programs or bundled together. See the section on “5 Ways to Make Money With Your Ready2Go Coaching Program.”



The screenshot shows the website for 'Teleseminar of the Month Club' with a navigation bar including Home, Teleseminar Topics, Join, Our Team, FAQ's, Contact Us, and Affiliates. The main content area features a coaching program titled 'Coaching Program – The Inner Game: Strategies for Success'. It includes three program descriptions:

- Program #1 – A to Z's of Success – Charting a Course of Personal Achievement:** Discusses the desire for success and provides a path to achieve it.
- Program #2 – Becoming a Living Magnet: An Introduction to the Law of Attraction:** Explains the Law of Attraction and how to use it to attract what you want.
- Program #3 – Confident You: Leap Outside Your Comfort Zone and Achieve What You Want:** Focuses on building confidence to overcome challenges.

Each program description includes a 'Click here to begin' link and a small image of the program cover. The right sidebar contains a 'Welcome back ready2go' section with links for 'Dashboard' and 'Log out', a 'Teleseminar Topics' list, and a 'Latest Articles' section with titles like 'The only three things you need to successfully host Teleseminars' and '10 tips on how to successfully use your Ready2Go Teleseminar'.

Overcoming Procrastination – The Art of Getting Things Done Now Self-Study Coaching Program Preview

Coaching Package

*Overcoming Procrastination – The Art of Getting Things Done Now
Self-Study Coaching Program Preview*

Overcoming Procrastination

The Art of Getting Things Done Now

Self-Study Coaching Program

| | Content | Notes |
|-------------------------|---|--------------|
| Write or Record: | <p>Module #1 – The Procrastination Monster</p> <p>“Welcome to the coaching program on “Overcoming Procrastination – The Art of Getting Things Done Now.”</p> <p>In this coaching program, you are going to become more aware of your procrastination habits, learn to stop them in their tracks, and replace them with healthier, more productive habits. Because once you break your habit of putting things off, a whole new world of productivity opens up for you. Your actions become more rewarding, your relationships become more fulfilling, and your overall optimism spikes dramatically!</p> <p>Here is what you will cover in this program:</p> <ul style="list-style-type: none"> ▪ Why you procrastinate. ▪ Warning signs of procrastination. ▪ Indicators of when procrastination is showing up in your life. ▪ Specific, custom strategies for you to call upon when you feel like procrastinating. <p>Your journey begins with Module #1 and looking at where procrastination shows up in your life.”</p> <p style="text-align: center;">* * *</p> <p>[Client Activity]</p> <p>“All of us procrastinate; we put things off that we know need to do:</p> <ul style="list-style-type: none"> ▪ We avoid making timely decisions. ▪ We are slow to start important projects. | |

- And we allow ourselves to be distracted from doing simple chores around the house, or tasks on the job.

For many, the word “procrastination” conjures up the idea of being lazy, which implies a value judgment. If you procrastinate, you’re doing a bad thing.

But this isn’t always the case. Sometimes putting something off in favor of doing something else that is more important or more of a priority can be a good thing.

As you begin this coaching program, keep in mind that the kind of procrastination you want to avoid is the kind that keeps you from living a richer, fuller life. Delaying taking out the trash probably won’t impact your life in a significant way. But delaying making an important business or medical decision could have greater implications.

If procrastination is keeping you from doing something you really want and desire, then that kind of procrastination can turn into a monster that needs to be overcome.

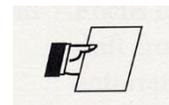
Take out Worksheet #1 – “Procrastination Monster.”

Reflect upon and answer ‘yes’ or ‘no’ to the questions on the worksheet. Then return to this module.”

(NOTE: If you are recording, pause as you read these statements so your client can respond to each statement..

If you are not recording, remove them from the module, as they are written on the worksheet.)

- Have you ever had to deal with someone who left things to the last minute, creating unnecessary pressure on you?
- In the past, have you found lots of reasons to not start a difficult task?
- Do you feel that you work best at the “last minute” when the pressure is really on?



Handout –
Worksheet #1 -
“Procrastination
Monster”

- Have you had difficulty accomplishing important tasks when you experience too many interruptions?
- Have you ever felt too tired to start something new?
- Do you feel everything around you has to be neat, clean and organized before an important task can be started?
- Have you ever found yourself waiting for inspiration before getting into action?

* * *

"If you answered 'yes' to any of these questions, you know the frustration, pain and high price of procrastination.

And to make matters worse, each time we procrastinate it gets easier to do it again. That's why procrastination has been called the "tomorrow mentality."

Are you a "tomorrow" person? Procrastination can cause us to put off not just things we don't feel like doing, but also the things we're really passionate about.

So in order to overcome procrastination, we need to:

- 1) Spot that we're doing it,
- 2) Recognize why we're doing it, and
- 3) Take the necessary steps to overcome it.

But one word of caution before we dive in: people who procrastinate tend to be self-critical. With that in mind, as you consider your own procrastination habits during this training, be gentle with yourself. Punishing yourself every time you realize you have put something off won't help you change, but rewarding yourself when you make progress will.

The next activity will help you further explore why it is that you procrastinate."

* * *

[Client Activity]

“People can get very passionate about something they really want. In the beginning, this passion is so powerful that a person goes all out to do his or her best to obtain it.

The problem with passionate, big life goals is that the goal is large enough and the process is long enough that there's rarely enough immediate gratification to keep us going.

For example, let's say you want to lose 20 pounds. In the beginning, you lose five pounds right away. But then, you gain three pounds back after a long, lazy weekend, and your passion dwindles. You start feeling frustrated, and you feel as though you haven't gotten anywhere with your goal. It feels like it is going to take too long and be too hard. You may even feel like you've actually failed.

Then the next time you think about losing weight, you don't try again with the same effort, and soon you're putting off losing weight altogether even though it's something you really want.

So why does this happen?

Let's take a few moments to explore the reasons people procrastinate even on the important things they want for our lives.

Take out Worksheet #2 – “Why We Procrastinate.”

Read over the five main reasons people procrastinate that are listed on the worksheet.

Then rank the reasons from 1 to 5, with “1” being the biggest reason you think people procrastinate, and “5” being the smallest.

Then return to this module.”

(NOTE: If you are recording, you can:

- *keep the audio going and record some quiet instrumental music in the background. Tell clients*

they have a specific amount of time and remind them when there is 30 seconds left.

- *ask the client to turn off the recording and resume when they have completed the activity.)*

* * *

“O.K., let’s see how you did! Here are results of an Internet survey conducted by leading procrastination experts of the top reasons why people procrastinate.

- 1) Fear of failing – 19%
- 2) Lacking motivation – 13%
- 3) Lacking focus – 12%
- 4) Feeling overwhelmed – 10%
- 5) Task unpleasant – 9%
- 6) Perfectionism – 8%
- 7) Feeling unskilled – 7%
- 8) Feeling unorganized – 6%
- 9) Unsure what to do – 5%
- 10) Being outside comfort zone – 4%

* * *

[Debrief Questions]

“Next, answer the debrief questions below. Then return to this module.”

- What’s your reaction to this list?
- How many of these reasons have you personally encountered?
- Which one or two of these show up most in your life?

(NOTE: If you are recording, you can:

- *keep the audio going and record some quiet instrumental music in the background. Tell clients*

they have a specific amount of time and remind them when there is 30 seconds left.

- *ask the client to turn off the recording and resume when they have completed the activity.)*

* * *

“We avoid tasks, big and small, for one simple truth:

We believe they will cause us some form of discomfort when we act on them.

The term ‘discomfort,’ broadly speaking, includes such things as fear, hardship, difficulty, or even a feeling of vulnerability. Without realizing it, we attempt to avoid this discomfort by choosing to do nothing, even though we know we’re wasting time or delaying the inevitable. But for some reason, we can’t seem to change this behavior.

So how do you overcome procrastination?

Remember, most things in life that are important are like a marathon and not a sprint. Getting good at something such as staying healthy, becoming a master at your job, or building a new business, takes consistent action toward your goal little by little, every day. What you're doing is building a foundation beneath you, and that foundation needs to be strong. And building something strong takes time.”

* * *

Activity Sheets

*Overcoming Procrastination – The Art of Getting Things Done Now
Self-Study Coaching Program Preview*

Worksheet #1 – The Procrastination Monster

| Yes | No | Question |
|-----|----|--|
| | | Have you ever had to deal with someone who left things to the last minute, creating unnecessary pressure on you? |
| | | In the past, have you found lots of reasons to not start a difficult task? |
| | | Do you feel that you work best at the “last minute” when the pressure is really on? |
| | | Have you had difficulty accomplishing important tasks when you experience too many interruptions? |
| | | Have you ever felt too tired to start something new? |
| | | Do you feel everything around you has to be neat, clean and organized before an important task can be started? |
| | | Have you ever found yourself waiting for inspiration before getting into action? |