

2. One of the simplest and most effective ways to get started on unpleasant tasks—or just tasks that seem easy to put off—is to repeat the words “Do it now!” to yourself. When you catch yourself getting off task, it can help to repeat the words “Back to work!” to yourself.

Cut out the reminders below and tack them up in places where you will see them all the time—or wherever you go to procrastinate.

Do it now!

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