The Anti-Procrastination Sheet*

Task Break the task into tiny steps that can be completed quickly, and number each step.	Predicted Difficulty (0% to 100%)	Predicted Satisfaction (0% to 100%)	Actual Difficulty (0% to 100%)	Actual Satisfaction (0% to 100%)
1. Turn on computer				
2. Find expense files for 2016				
3. Update file names to 2017				
4. Begin entering cost of the mailing file				
5. Finish mailing costs				
6.				
7.				

* Copyright © 2018 by David D. Burns, MD.