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	0	5	0	10
2. Find expense files for 2016	10	5		
3. Update file names to 2017	10	20		
4. Begin entering cost of the mailing file	5	25		
5. Finish mailing costs	25	25		
6.				
7.				

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