



From Pause to Progress

A Gentle Guide to Moving Through Procrastination

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A nervous-system aware worksheet to build safety, engagement, and momentum.

Step 1: Identify What You're Avoiding

Think of a task you're putting off. Write it below:

Task I'm avoiding: _____

Now ask yourself — what about this task feels hard or uncomfortable?
(Choose all that apply or write your own.)

- ☐ I'm scared I'll mess it up
- ☐ I don't know where to start
- ☐ It feels boring or pointless
- ☐ I feel like I need to do it perfectly
- ☐ I don't feel confident enough
- ☐ Other: _____

Step 2: Shrink the Task

Big tasks = big pressure. Let's make it tiny.

What's the absolute smallest step I can take today?

(Examples: Open the document. Write one sentence. Read the first email.)

Mini step: _____

Commit to just that. Small wins = momentum

Step 3: Give Your Brain a "Bigger, Better Offer"

Avoidance = quick relief. But we can offer real relief instead.

Pick one healthy, rewarding way to pair with the task:

- ☐ I'll listen to a favorite playlist
- ☐ I'll set a 5-minute timer and stop when it's done
- ☐ After this, I'll enjoy a guilt-free break
- ☐ I'll call a friend or work in a co-working setup
- ☐ My own reward idea: _____

✉ Want to explore further? Let's connect!

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Step 4: Regulate Before you Begin

Your nervous system needs safety to engage. Try one:

- ☐ 3 slow belly breaths
- ☐ Stretch or move your body
- ☐ Place your feet on the floor, feel grounded
- ☐ Shake out tension for 30 seconds
- ☐ Other: _____

Step 5: Avoid the "Now I Must Do It All" Trap

Recovery is not about overcompensation. It's about trust.

- ☒ Just do one small thing.
 - ☒ Notice how it feels in your body.
 - ☒ Come back tomorrow.
- _____

Reflection

How did that go? What helped the most? What do you want to try next time?

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