

# 7 PROVEN WAYS TO TURN INACTION INTO ACTION



# Introduction

Procrastination is like a security blanket, a child's comfort toy. It's the soft, cuddly teddy bear that comforts a baby in his crib and lulls him to sleep.

Procrastination comforts us into thinking that we're in control of our lives. After all, we have plans and dreams that we're going to realize... someday. We have goals and resolutions that we want to achieve... soon. We're not just sitting around content with the status quo, aimlessly drifting through life without purpose.



Well, the uncomfortable truth is that many of us are doing exactly that. Yes, we know what we need to be doing but we're not doing it. Procrastination gives us a false sense of comfort that lulls us into inaction!

When it comes to procrastination, we're all culprits, some of us more than others. What makes us do it? Why do we delay making decisions that need to be made, taking steps towards our goals, and putting off tasks (that won't go away no matter how much we delay)? What holds us back from taking action? More importantly, how can we stop doing it?

### ***Why do we procrastinate?***

The reasons are many and varied but here are the most common ones. Identify the reason or reasons that are causing you to procrastinate. Oftentimes, knowing why we do something can be the first step to breaking a negative habit - and no one would disagree that procrastination is a bad habit!

- **Lack of structure**

Lack of structure means more or less taking each day as it comes. We have no fixed mealtimes; we tend to skip meals and go to bed at all hours and our fitness routine is haphazard.

Structure breeds discipline and with it, you decrease opportunities for inaction.

- **Lack of time**

This is a big one and probably applies to all of us. Why do we keep putting off that dentist appointment or signing up for that fitness class? We're too busy. We tell ourselves that we'll do it next week or the week after and the cycle continues.

Our hectic lifestyles often prevent us from focusing on the real priorities and instead, we get sucked into a vicious cycle of mundane tasks and activities.

- **Being a perfectionist**

Seeking perfection is commendable but it's not practical because a perfectionist is never satisfied.

When you're a perfectionist, you delay taking action because the timing isn't perfect, the circumstances aren't just right or your financial situation isn't exactly how you want it to be... and being the perfectionist that you are, this may never happen!

- **No clear vision**

This is especially true of big goals and long-term plans. Not having a clear vision prevents us from seeing the bigger picture; where we want to be in 1, 5, 10 or 20 years, and the milestones we need to reach to get there.

- **Fear of failure**

This is another major cause of procrastination. We're simply afraid to take action because we're terrified of failing. In some cases, this can be seriously crippling.

### ***Why this book?***

The false comfort of procrastination is keeping you from achieving something amazing - your full potential and your best possible life. This is not an exaggeration. When you consistently choose action over inaction, you can achieve truly great things.

This book will walk you through 7 powerful and proven steps that will help you turn inaction into action. It will help you break the habit of procrastination and choose to be proactive in every area

of your life, including your health, your career, your finances, and your personal and social life.

You'll find the steps surprisingly simple but together, they pack a super-powerful, life-changing punch. So, let's jump right in!

## **Step #1: Write it Down**

Whatever it is you need to take action on, you want to put it down in writing. Why is this important? Physically writing your goals and intentions down sends some powerful messages to your subconscious brain, stimulating it to reinforce them and act upon them.

Here's why you should always write down your goals, ideas and dreams:

## **1. Seeing them on paper brings them to life**

Writing it down and specifying what it is you want to achieve transports your thoughts from the realm of the mental to the physical, so to speak. Subconsciously, it's like signing a contract with yourself to commit to your goals and intentions.

## **2. It keeps your goals top of mind**

Bringing your plans and ideas to paper causes what scientists call "the generation effect". By clearly stating your intent, you motivate your brain to deeply embed the thoughts into your subconscious and revisit them often.

This amazing process will actually cause your brain to generate constant reminders to act, and it will feed you with innovative ideas on how to act. It will literally push you towards achieving your goal!

## **3. It unleashes the brain's full potential**

When you clearly state your goals and dreams, describing them in detail, your brain will jump to the challenge. It will understand

that what you have written down is important to you and that it makes you feel good.

You will tap into a goldmine of creativity and innovation you never knew you had - motivating to take action!

#### **4. It makes you more likely to act and achieve your goals**

This is a scientifically-backed fact. A study has confirmed that people who often revisited what they had written to assess, tweak and add new milestones were 42% more likely to achieve their goals. That's how powerful the subconscious mind is!

#### **5. It fosters optimism and hope**

Seeing your goals and dreams on paper floods your body with good feelings as you visualize how your future success will change your life for the better.

Naturally, this fosters optimism and hope. These positive feelings tell your brain that this is something good for you. I will keep you motivated and inspired.

## ***How to write it down effectively***

There are two basic rules to remember when writing down your goals:

**Be specific:** Writing down that you want to be rich and famous is a vague dream that's more in line with wishful thinking. Always be as specific as possible.

For example, "I want to start a successful online business " or "I want to send my kids to college," or "I want to write a best-selling book." You can then break that down into the type of online business or the topic of the book, etc. You can add these details after you've done more research, for example.

**Make it measurable:** This means creating a series of benchmarks or mini-goals to help you measure your progress. For example, saving up a certain sum of money every month, working out once a week, or learning a specific skill related to your goal.

***The bottom line:*** You may still be a bit skeptical about this step and its effectiveness. Try it and see for yourself. It's a powerful process that takes place on a subconscious level, rewiring your brain to guide, motivate and inspire you into action.

Remember to revisit your written statements on a regular basis to assess your progress and new benchmarks if required.

## **Step #2: Stay Fired up with a Vision Board**

The best intentions will always fizzle out without motivation. Motivation is the catalyst that keeps you fired up, consistently taking positive action to make your intentions a reality.

At this point, you're thinking that this is easier said than done - understandably so. The curse of today's manic, fast-paced life is that we often get sidetracked from pursuing our goals. The stress and pressure of day-to-day tasks clamoring for our attention are so exhausting that we just lose our motivation.

It's a sad truth but rather than staying fired up about our goals and purpose, we lose out passion amidst the day-to-day mundane.

A vision board is guaranteed to dramatically fire up your brain and keep you passionate and motivated every single day.

## ***Creating your vision board***

- You'll need a magnetic or cork bulletin board or a cardboard sheet, glue/magnetic pins and colored markers. Glitter and stickers for decoration (optional).
- Collect images from magazines that reflect your goals and dreams and really resonate with you.
- Attach the pictures to the board to create a collage. Use markers to write inspiring quotes and affirmations around or between the images.
- Decorate with glitter or other items.

There are no rules for how many images you should use or where to place them. Let your creative juices flow and be as elaborate or as simple as you choose. The end result should be an inspiring collage that keeps your goal alive and fires you up whenever you look at your vision board.

To keep your purpose and motivation sky-high, look at your vision board for at least 5 minutes each day, or several times a day if you choose to.

***Cool tip:*** Use the Google 'vision board software' if you'd like to create a virtual one on your computer.

## Step #3: Take Logical Steps

This step is best illustrated with several examples, so here goes!

**Example #1:** Your dream is to become a successful chiropractor and start your own practice. The first logical step would be to get a degree. The second would be to work as an intern or assistant at a chiropractic clinic to gain experience. The next logical step would be to open your practice.

In between these big goals would be a subseries of smaller logical steps, such as researching colleges that offer chiropractic degrees, choosing the one you think is best, options for raising capital to start your own practice, the preferred location of your practice and so on.

**Example #2:** You want to start an online business. The first logical step is to get a domain and create a website or hire someone to do it for you. Next, you want to be specific about the service or product you plan to offer. You would do market research then create a good marketing campaign to build a buzz before launching your product.

**Example #3:** Your dream is to retire comfortably. The first logical step would be to specify how much money would mean comfortable retirement for you. The next logical step is to create a viable financial plan that would allow you to settle debts, mortgages and outstanding bills on a regular basis so that you're scot-free by the time you retire.

You'd also need to specify how much you need to be saving monthly or yearly. Once this plan is in action, you may consider investing your savings, perhaps in property, to guarantee financial security.

**Example #4:** Acing a job interview. Even something this simple can be broken down into actionable steps that increase your chances of success. For example, you could arm yourself with information about the company you're applying to and its mission statement. Next, you'd want to dress appropriately for the interview depending on the job in question.

At the interview itself, you can take action by listening carefully and paying attention to your tone of voice and body language.

***The bottom line:*** When you take the time to logically plan for action, everything falls into place and makes your goal very tangible indeed. More importantly, you'll get an amazing sense

of achievement with each completed step that brings you closer to your dream. This is additional fuel for motivation and passion that ensures you'll carry on taking positive action.

## **Step #4: Scare Yourself into Action**

This may sound counterintuitive but it works like a charm. It's especially effective with die-hard procrastinators but anyone can try it for a good action-boosting push.

'Negative visualization' is when you imagine what will happen if you don't act. More precisely, you create a worst-case scenario of terrible consequences that will result from your inaction.

Let's say you've been putting off scheduling your annual medical checkup. You're just too busy and besides, you feel fine, so there's no rush.

Enter negative visualization: By the time you do get around to going, the doctor gives you terrible news. The results of your tests show that you have a fatal disease that's spread beyond control. Had you gone a couple of months earlier, early detection would have given you a fighting chance.

God forbid this should ever happen! But just visualize it for a few moments, uncomfortable as it may be. The likelihood is that you'll schedule that checkup on the spot!

Or say your long-term goal is to achieve financial security and perhaps retire early in a nice, comfortable home.

You know you should be saving more and sticking to a tighter budget but you keep putting it off. Month after month, you continue to overspend on things you don't really need, living from paycheck to paycheck.

Now, imagine an unexpected medical emergency related to yourself or a loved one that overturns your life. You have no significant savings so you're forced to take out a loan and maybe sell some of your possessions. You get deeper and deeper into debt.

Your financial worries start affecting your work performance and after several warnings and reprimands, you're fired from your job.

Ten years later, you're still struggling to settle your debts and your dream of a comfortable retirement is shattered.

This scenario will scare you into immediate action to creating an emergency savings fund, curb spending, invest wisely and perhaps adopt a more minimalist lifestyle. In short, you'll take sound steps to start building your financial security today.

***The bottom line:*** Negative visualization scares you into taking action. When you visualize a future when your inaction can horribly affect your life, you take measures to prevent it from ever happening.

Just remember that when it comes to negative visualization, the worse the scenario, the better!

Some people may find this step extremely uncomfortable at first. You can start with less drastic scenarios and build up as you gradually get the hang of it.

## **Step #5: Take one Positive Action Every Day**

The goal of this step is to develop the habit of consistently being proactive throughout your day. It's very simple; find one opportunity every day where you take positive action. Naturally, you can make the intention to take two or more positive actions (the more the better!)

This action doesn't necessarily have to be related to your bigger goal or dream but can be any decision or action that can be delayed – but isn't.

Say it's a Saturday and you have nothing planned for the day. You've been procrastinating about decluttering your overflowing closet. You've just found an opportunity for action - do it!

Likewise, if you're trying to lose some weight, decide to skip dessert that night, or do an extra 20 pushups during your lunch break.

Here's another example: You've been meaning to replace your hallway lighting with LED lights for some time and you just

happen to be passing by the hardware store. You're heading home after a grueling workout at the gym and you're exhausted and... No! Pull up at the store, get out and grab those lights! All it takes is three minutes and believe it or not, you'll feel a great sense of accomplishment.

When something needs your attention, don't give yourself time to procrastinate and put it off. Don't take too long pondering over minor decisions or decide to sleep on them. When these types of opportunities come up, just act on them.

When you're proactive in this way on a daily basis (no matter how trivial a task or decision may seem to be), you achieve two things. One, you begin to realize how taking action makes sense on so many levels. It makes your life easier; it helps you be more efficient and productive, and it keeps you motivated to work on your bigger life goals.

Two, the sense of achievement you will get will further spur your brain into rewiring itself to make decisive action a lifelong habit.

## **Step #6: Find a Role Model**

This step is actually two-fold. Finding a role model goes hand in hand with avoiding procrastinators as much as you possibly can. It's a scientifically- proven fact that human traits and habits can wear off on others. The more you surround yourself with a certain type of person, the more likely you are to pick up their traits and behaviors. Naturally, this type of influence can be a double-edged sword.

This is why the first step is to avoid the negative influence of procrastinators. We all have them in our lives and the degree to which they can influence us varies depending on the type of procrastinator they are. The more laid-back ones will usually yawn and say, "What's the rush? The world's not going to come to an end, is it? Chill out, man!"

The more negative ones will say things along the lines of "As if doing it's going to make a difference anyway. My life couldn't get any worse. I need to get myself together first."

But the worst type of procrastinator is one who plays the blame game. This type of person is the perpetual 'victim'. It's not his fault that he doesn't take action because someone or something's always throwing a wrench in the works. Everybody's out to get them, and life keeps throwing hurdles in their way. Nothing that goes wrong in their life is their fault.

This type of person is the chronic procrastinator. They rarely take positive action to achieve success or get ahead - they're too busy feeling sorry for themselves!

It's not hard to see how being around these types of people can negatively affect you. Avoid being around them as much as possible.

Now, your next mission is to find a role model who inspires you and ignites your passion for making your dreams come true. Even better, if this type of person is open to being your mentor, then you're very lucky indeed.

A good role model is a doer, not a talker. He or she is the type of person who jumps into action when action is needed. These people are perpetually positive and fired up, and actually seem to thrive on challenge and adversity.

You probably don't have to look too far, either. Decisive action is the main trait of all successful people. They may be in your workplace, place of worship, or among your family and friends. These are people you want to be around as much as possible.

Watch your role model in action and learn from them. Watch how they proactively and decisively work towards success. Observe how they, masterfully navigate through challenges and overcome tough situations without overthinking, delaying or procrastinating.

But most important of all, absorb their passion, enthusiasm and positive vibes and let them fill your heart and mind!

The bottom line: Associating with proactive people will teach you many valuable lessons about timely, decisive action. The more you surround yourself with these types of people, the more you will become like them.

## Step #7: Take Responsibility

Perhaps one of our biggest pitfalls is that we don't hold ourselves accountable for our inaction. Oftentimes, we find all sorts of justifications for putting something off.

What are the most common justifications? The timing's not right, you have, other life issues to resolve, unforeseen circumstances, and other people's inaction.

We justify our inaction in order to put our conscience to sleep. Where does conscience fit into the equation? Well, let's face it. We know deep down that at the end of the day, we're responsible for our inaction, not anything or anybody else. This is especially true when our inaction can negatively affect the people around us, especially our family and coworkers. And nobody likes to feel guilty.

Holding yourself accountable is the final and most important step because it encourages you to own up to your responsibility and honestly reflect on what's holding you back.

You can start by holding yourself accountable for implementing these 7 steps consistently.

Here are some tips on how to hold yourself accountable:

- **Observe your attitude**

If you're a perfectionist, be honest with yourself. We don't live in a perfect world and perfection is rarely achievable.

Don't wait until you have the perfect set of skills to pursue your goals. Don't wait for the 'perfect moment' to ask your boss for a raise. Take action and make the intention to accept the best possible rather than the perfect.

If the timing and circumstances aren't right, well, they may never be. Do whatever you can do to act on your goals regardless of circumstances and better yet, take action to resolve the circumstances!

Don't wait until you have every single piece of data and information to make a decision that needs to be made. Work with what you have, assess the best possible outcome and go ahead, knowing that you've done your very best.

Becoming aware of your attitude towards different types of action as mentioned here is the first step to changing it!

- **Feel guilty**

Allow yourself to feel guilty sometimes if your inaction is affecting the people you love. This is a bit similar to negative visualization and it can spur you into action.

If your procrastinating, fear of change or fear of failure is holding you back from pursuing a new career or getting ahead in life, you may be unable to provide a comfortable life for your family. Ponder this for a moment and feel a little prick of guilt. After all, you'd do anything for your family, wouldn't you?

Likewise, your inaction could also be hindering your coworkers and subordinates if you're a manager. This does not make for a collaborative work environment for you or for them. Your indecision or lack of action could be stifling their creativity and ability to shine and achieve their own success.

It's perfectly okay to dwell on guilt for a while because it may wake you up to the fact that your inaction may be unintentionally harming others

- **Schedule it in**

Just as you would get reprimanded at work for failing to submit work on deadline, give yourself similar deadlines to get things done. Always give activities and decisions related to your goals priority and schedule them in as you would an important meeting or appointment.

Take responsibility for keeping these deadlines and give yourself a good mental dressing down if you fail to meet them. Consider it giving yourself a bit of tough love.

- **Enlist the help of others**

Ask a close friend, family member or colleague to keep you on track by monitoring your intended actions.

If you start dragging your feet, they'll be there to nag you back into action. They'll regularly give you reminders, assess your progress and strictly hold you accountable. So, make sure you enlist people who aren't afraid to be tough on you when it's needed.

But they'll also be lavish with praise and encouragement when you're doing great. They'll be there cheering you on and celebrating every achievement with you.

***The bottom line:*** Having said all that, don't be too hard on yourself. You may struggle a bit at first because developing a new habit takes time. Try to find a balance between leniency and accountability. You can do this by rewarding yourself often.

Always reward yourself for staying on track and consistently turning your inaction into action. Celebrate every achievement and every step forward, no matter how small. Treat yourself to something nice and give yourself a big pat on the back – you deserve it.

# 5 Additional tips to Help you Take Action

## 1. Don't obsess about outcomes

Do your due diligence, of course and gather any information you need - then act on it! Don't obsess about a hundred potential outcomes. Just narrow them down to two or three and choose the one you feel is best.

## 2. Don't sleep on it

Some decisions and actions don't need to be slept on. Never sleep on it if it can be done today.

## 3. Shorten your thought process

Overthinking opens the door to doubts, fears and hesitation. You know what needs to be done and you know what's right and wrong. Do plan if needed but in general, shorten the thought process as much as you possibly can.

#### **4. Avoid distractions**

Schedule action or decision-making during times when you're least likely to get distracted. This will ensure that you get things done, and that you get them done with maximum focus and clarity.

#### **5. Ask for help**

Don't be afraid to ask for help if you need it. This can include delegating tasks, asking for advice or even finding a mentor.

## Conclusion

*"There are risks and costs to action. But they are far less than the long-range risks of comfortable inaction."* This quote by John F Kennedy sums it up. Inaction is often the more 'comfortable' choice because instinctively, we fear risk and change.

We worry about failing or making the wrong decision. Or we can't be bothered because we don't think acting will significantly affect our lives at present.

Ironically, inaction will only magnify doubts and fears. On the other hand, consistent action will bring you amazing peace of mind and clarity of purpose. Acting consistently will actually dispel your fears and minimize long-term risks.

Taking action is not always risk-free, however. There will be times when you mess up. Just chalk it up to experience and keep going. You know you can do it.

Practice these 7 steps to keep moving and taking action in every area of your life, big or small. If you are facing financial, personal or spiritual issues, navigate around them and keep acting to resolve them. They're not going to go away on their own.

Choosing action over inaction will become second nature to you, transforming your life. These 7 steps will help you achieve this by gradually rewiring your brain. All it takes is consistent practice and patience.

So, no more excuses! Roll up your sleeves, get the ball rolling and keep it rolling!

# Ready To Learn The Secrets Of Taking Daily, Consistent Actions?



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