

## Executive Education

WRITE DOWN IMPLEMENTATION

## INTENTIONS S

THIS EXCERCISE CAN HELP YOU OVERCOME PROCRASTINATION OR PSYCHOLOGICAL RESISTANCE TO BEGINNING A TASK OR PROJECT. BY CREATING SPECIFIC STEPS, YOU WILL MINIMIZE THE OVERWHELMING FEELINGS THAT HALT PROGRESS.



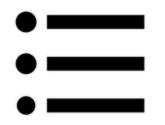
1. WRITE A NORMAL TO-DO LIST FOR THE DAY'S ACTIVITIES.

2. IDENTIFY ITEMS FOR WHICH YOU FEEL RESISTANCE.





3. IDENTIFY MINISCULE SUBTASKES FOR RESISTED ITEMS.



4. WRITE DOWN EVERY MINISCULE SUBTASK.

5. COMPLETE EACH
SUBTASK AND SCRATCH
IT FROM YOUR LIST.



Credit: The Executive and the Elephant, Richard Daft, Vanderbilt Executive Education Professor.