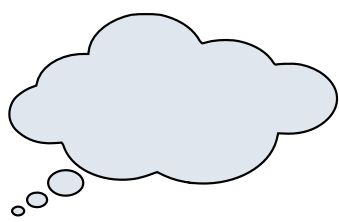


# David Burns' TIC TOC Method to address Procrastination

## Once you have a plan...



Once you have a plan, **think positively**. Thinking about it makes you feel upset because you give yourself negative messages that make you feel guilty and overwhelmed.



Thoughts: 'Lots to do, I really should start, I'll do it later, I should work now, I don't feel like it. It will be unpleasant. I'll watch YouTube instead.'



**Learn to deal with these negative thoughts:**



**Ask yourself, 'What am I telling myself?'**



**Write down** any negative thoughts running through your mind.

## Replace Task Interfering Cognitions (TICs) with Task Oriented Cognitions (TOCs)

TOCs are positive and realistic thoughts that will make you feel more productive and motivated.

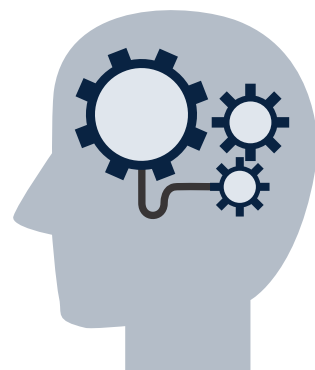
Example: 'I have all these projects to complete.' This is ALL or NOTHING thinking—telling yourself that you have to complete everything right now.

This leads to **Task Interfering Cognitions**: 'I can put them off until later when I'm in the mood.'

Replace this with a **Task Oriented Cognition**: 'I don't have to complete everything now, but I'll probably feel a whole lot better if I start some of them.'

## Once written down...

Notice the subtle process of self-deception: It's not the task that causes procrastination, it is the unrealistic thinking that makes you want to put it off.



TIC	DISTORTION	TOC
"I really should do it but I don't feel like it."	Should statement	"It would be to my advantage to start now."
"It will be such a drag. I'll watch YouTube."	Fortune telling	"How do I know it will be a drag? Maybe it won't be! I can do one part and find out. Watching YouTube may not be so great because I'll feel guilty about not doing my work."

## Lastly, give yourself credit

Once you start it's important to give yourself credit instead of discounting your efforts. Make a list of your accomplishments at the end of the day and review it.