

## The Tic-Toc Technique

When we procrastinate, we give ourselves negative messages. Let's call them **TICs**, or Task-Interfering Cognitions. Behind each TIC are distortions – negative thoughts that keep us stuck. The trick is to identify those negative thoughts and replace them with positive thoughts and action steps, which we'll call **TOCs**, or Task-Oriented Cognitions.

This worksheet can help us break it all down. Here's an example:

What I'm procrastinating about today: studying for an exam.

TIC	Distortions	TOC
<p><i>There's so much I should study. I'll never learn it all.</i></p>	<p><i>All-or-nothing thinking</i></p> <p><i>Fortune telling</i></p> <p><i>"should" statement</i></p>	<p><i>I don't have to learn it all, but if I study for 15 minutes, that would be a good start. In 15 minutes I only have to learn 15 minutes worth of material</i></p>

What I'm procrastinating about today: \_\_\_\_\_

[illegible]