

THE BUSY PARENTS' GUIDE TO

QUITTING PROCRASTINATION

3 KEYS TO GET PROACTIVE NOW!



CARLA C. HUGO

The Busy Parents' Guide to Quitting Procrastination
and Propelling into Action
3 Keys to Get Proactive Now!

by Carla C. Hugo



Dedication

This book is dedicated to the newest generation of busy parents, including my nieces and nephews Carol-Ann, Kevin and Michelle, and Amanda and Ryan. What your child wants most, is for you to be happy.

Table of Contents:

Introduction

Key 1: It's Now O'clock

Key 2: Procrastination Fascination

Key 3: Paralysis by Perfectionism

Conclusion – Pieces of the Procrastination Puzzle

About the Author

Introduction:

Do you really want to look back three years from now and see the same old problems you have today, only they've become deeper, bigger, and more of a burden then ever? Imagine this:

- Your closets get fuller
- Your garage gets messier
- Your diet is a disaster
- Your scale is tipping
- Your papers are piling
- Your love life is stagnant
- Your job is in a rut

You have to contend with parental responsibility and personal responsibility, and in the midst, a long list of procrastinated desires piles up. Putting your kids and their routines ahead of your personal priorities is a widespread practice that leads to dreadful outcomes for you, the parent.



How often do you find yourself putting off until tomorrow the things you would really rather begin or complete today? What happens when you look beyond your simple “to-dos” to more

key objectives you have been procrastinating? Things like your physical health, your mental well-being, and your love life? These and your work life and business opportunities all get put on hold while you manage your role as a parent. The thing is, you cannot recuperate the wasted time and lost opportunities when you allow caring for your child to bump you down to last on the list of importance.

Our children need to come first when it comes to their safety and care, especially when they are unable to care for and make decisions for themselves. Even at this phase of parenting, it is imperative to act on your desires as they pertain to you living a life you love. I am nudging you to shift your focus – remember YOU? You still need to live with yourself, and love yourself, as you are raising your family.

I am so happy you are here now and ready to embrace becoming proactive and living your best life. The three keys unfold in the following chapters.



Key 1:

It's Now O'clock

Every child deserves a peaceful home.

The way to provide this is for you, the parent, to *be* peaceful. You must learn to live in integrity, to become whole, and to meet your own needs. To live in integrity is to live in alignment with your unique and personal values. Meeting your own needs entails first being able to identify your needs and then being able to get them met without expecting your child to do so for you. Be peaceful. Get calm. Does this sound out of reach? The first key to becoming proactive in your life is to get present in the moment.



I remember reading in one of [Dr. Wayne Dyer's](#) books his take on presence. He played with the spacing in the word NOWHERE and turned it into NOW HERE. Dr. Dyer's brilliance lies in jolting us into realizing that when our mind is scattered, dwelling on the past, riddled with guilt, or fearful of the future, we are nowhere. In the present moment, you are Now Here. At those times, that I like to call now o'clock, you can achieve peace and calm. Acting from this place of

presence, peacefulness and calmness is the beginning of your journey out of procrastination and into being proactive.

With presence, give your children choices and observe as they make decisions. Rather than dictate orders or make threats, accept that your child is an individual. Even toddlers can **make** choices. When you “lose it,” your body is in a stress response, and your hormones activate as if there is an emergency. The release of cortisol and adrenaline when you are not facing true danger takes its toll on your body, and this toll sucks you down into a mindset of procrastination. You feel badly about yourself when you get angry with your children and then take it out on yourself. Getting to a place of peace and action entails embracing the fact that you cannot control your children. If you want peace, you must control yourself.

peace.

it does not mean to be in a place
where there is no noise, trouble
or hard work. it means to be in
the midst of those things and still
be calm in your heart.

(unknown)

You learned about your lack of control early on in your parenting days. When your baby was a newborn, you thought you knew best when to feed them. Two hours passed while you tried to get your child to nurse or take a bottle, but they just would not! This tiny helpless infant, who relied upon you for survival, still had his or her own mind!



When they're toddlers and they refuse to bend their body to get into the car seat, you simply cannot make them! Yet parents keep trying to control their children as they age into adulthood. When you realize (with your *real eyes*) that you have no control over your children, begin to put your positive energy and attention on your own reactions, and make a shift to consciously respond, you are turning the key and accessing self-care.

I recently read a novel by [Maria Semple](#), *Today Will Be Different*, where she so efficiently shared a technique to become calm and grounded in the moment. The main character's little boy,

Timby, shares what he learned in school to handle stressful moments, “Smell the soup, cool the soup.” This is a great reminder to breathe when you are under stress. Inhale through your nose and smell the soup. Blow out through your mouth and cool the soup. Notice how your state of mind changes when you infuse your body with oxygen and blow away tension.

What you put your attention to grows. The more you can find and experience peace in the moment, the more peaceful you will become. The more you focus upon the should, could, and regrets about getting to that next level in your life, the more you will stay stuck. People often assume that an affirmation is a positive thought. In reality, we are affirming ALL of our thoughts. That means positive attention and negative attention both contribute to the outcomes you experience. What you are procrastinating now will be magnified exponentially in three years. If you think you will tackle the closets, garage, diet, scale, papers, love life, and job at that time, you are mistaken. It’s *now* o’clock.

All you have is now. I once overheard my neighbor’s little boy cry out, “Mommy, later never comes!” This was in response to his sweet mom putting off his requests until “later.” Wisdom from the mouths of babes. Later never comes. The action you take with a mindset of being in the moment will also influence the outcomes you desire but this time in a positive way. Being present in the moments of your life allows you to identify and act upon the things you are procrastinating and step into action.

Key 2:

Procrastination Fascination

You know what's fascinating about procrastinating? It's the rumination. Although uncomfortable, ruminating keeps the things important to you in the front of your mind, and you become fascinated with dwelling upon these thoughts.



Your thoughts tell a story that becomes more addictive than the latest series you are binge watching on [Netflix](#). Because it's *your* story, you simply cannot let it go. If you were to act upon the things you are procrastinating, they would no longer occupy your premium head space. In the absence of such thoughts, you may have to face bigger decisions and conquer more challenges. However, when you are feeling overwhelmed and dissatisfied you will take that frustration out on those you love – namely, your children. Projecting your frustration with yourself onto those around you is a common trap, and its claws will hurt both you and your children. As you dip

your toe into the waters of self-care and ground yourself in the present moment, you are on the way to releasing rumination and your grasp on procrastination.

The fascination of procrastination has a numbing effect. The key to unhooking from this is to crowd out the numbing feeling by adding clean head space. The solution? Meditation. Adding meditation to your day is like adding eight eight-ounce glasses of water to your diet! It will fill you up, purify you, and refresh you. Here are my simple instructions:

Meditation Instructions

- **Upon waking up, either move to a comfortable chair, sit up against a wall on the floor, or sit up in bed.**
- **Bring your awareness to your breathing. Inhale, slowly deeply. Exhale, fully.**
- **Imagine inhaling peace, sunshine, starlight.**
- **Imagine exhaling anything that no longer serves you. Let it go.**
- **Inhale peace.**
- **Exhale the unnecessary.**
- **Repeat about eight times. Use your fingers to count.**
- **Put your attention to your head and imagine a funnel on top. Picture a soothing and cleansing light of any color, flowing into the funnel and through your head, and down your body.**
- **Wiggle and relax your jaw.**
- **Visualize your body from head to toes, and briefly relax your muscles—shoulders, arms, hands, fingers, back, buttocks, thighs, calves, feet, and toes. Set tension free. A simple way to do this is to contract, then release.**
- **As you continue to focus on your breathing, silently repeat the mantra, “Om, Shanti, Shanti, Om,” concurrent with your breath. Consider Om Shanti on the inhale. Shanti Om on the exhale. I learned that Om Shanti is a way to connect with all the peace there is.**
- **As thoughts interrupt you, imagine enveloping them in a helium balloon (one that will dissolve in nature). The stray thought appears. Choose a color for your balloon. Imagine the thought in the balloon and observe it floating away. Your thoughts will be absorbed into the universe and transformed into their highest purpose.**

Follow these steps with the intention of getting into the gap between your thoughts. The space between your thoughts is fertile ground for cultivating new ideas and goals. Adding meditation to your day will provide space for more clear thinking and problem solving. If it is your intention to feel energized to tackle the things you are procrastinating, set an intention for that purpose before beginning. Your intentions can shift day to day.

Using this tool to release your ruminating thoughts is the second key to getting proactive on your own personal values. Your child or children will enjoy your company so much more when you are *here-now* and free from the distraction of not feeling good enough. You will become a stellar role model to your child! And you will be mentally equipped to identify and implement the tasks and opportunities you have been procrastinating.



Key 3:

Paralysis by Perfectionism

It's rare the everyday procrastinator would consider him or herself a perfectionist. The perception of a perfectionist is that he or she lives in a spotless and organized home. They drive a car without dust or crumbs, have all of their personal care appointments scheduled in advance of needing them, and are proactive about living a healthy lifestyle. In reality, perfectionists can also, and easily do, suffer from the fear of not being good enough and thus fall victim to paralysis. Looking at piles, messes, and dream lists and feeling the fear of not being able to execute to your own standard stimulates avoidance behavior. Paralysis of action shows up as time wasted, busy work, excess spending, gossiping, and other activities that simply set you back. Do you want to look back years from now and feel those “could haves” and “should haves?”

A great way to get actionable on your procrastination is to *schedule* your “to-do’s” on your Gmail calendar or day planner. Whatever form of keeping a calendar works for you is perfect. Writing to-do lists without delegating the “to-do” creates a burden that taps into that need to be perfect and stirs up fear and paralysis. A to-do list is a burden hanging over your head. It only contributes to your negative self-talk of all that you need to do, and all that you did not do, and how bad you are at getting things done!



The key is to deliberately assign times to what you need to do. Whether the task is personal, like planning a party, or business, like scheduling a project, assign beginning *and* ending times.

Moving items off of your to-do list and onto a calendar makes you accountable. Assign reasonable quantities of time for each task. This may mean chunking down the task into repeated

sets of time. If you know your attention span wanes after 30 minutes, then keep the task to 30 minutes, and schedule multiple sessions.

Next, respect the time you schedule with yourself as you would an appointment with any other person. If you had a social or business appointment, it is unlikely that you would ignore it and take no action. Either you would attend to it or reschedule it. The same two choices apply to appointments you have made for and with yourself.

Breaking a pattern of inaction takes baby steps. Using your favorite planner is a natural tool to take these steps. Schedule your meditation time. Schedule a workout. Schedule grocery shopping for clean and pure foods. Identify what you really want both personally and professionally and break it down into manageable “bite-sized” chunks. Take action, knowing you are present in the moment (now here!), free from ruminating, and unhooked from perfectionism. There are no mistakes, and there are plenty of retakes! Love and respect yourself. Take action! You can do it!

Conclusion:

Pieces of the Puzzle

Now that you know how to get proactive and make procrastination a thing of your past, you must focus on these four things:

1. The Outcomes you desire.
2. The Opportunities available to you to achieve those outcomes.
3. The Obstacles that prevent you from stepping right into your desired outcome.
4. The Options that exist so you can circumvent the obstacles.

This is the crux of my work and how I support my clients in living their authentic life.



Commit to change. Enroll in a Breakthrough Session with Carla. 30 minutes/ \$30. More information at www.carlahugo.com. [Follow Carla on Facebook](#)

About the Author:

Carla C. Hugo is a holistic health and life coach, EFT Practitioner, and author of *Keyed In: 7 Keys to Transform Your Life*. Drawing on years of experience, she coaches clients to achieve their most authentic self by releasing stress, increasing mindfulness, and visualizing success, all of which are outlined in her book.

She earned a Bachelor of Science in Finance from Mercy College and Life Coach accreditation from Coach University, the leading global provider of coach training programs, and paired this with certifications in Health and Divorce to further support her clients' needs. Her dedication is apparent as she is also an EFT Practitioner and a Certified Scream Free Parenting Leader.

Carla is a proud and dedicated mother of two. After losing her mother as a teen, she has cherished motherhood in a most powerful way. She is active in local communities, and in her spare time she enjoys plant-based cooking, reading, and hiking.

Carla C. Hugo

www.carlahugo.com

[Follow Carla on Facebook](#)



We all want the keys. We want the keys to success and the keys to peaceful parenting. I am handing you the keys to freedom from procrastination. I am grateful to be your guide on the side, and wish for you a magnificent life that you love!



Carla is a Holistic Health and Life Coach and author of *Keyed In: 7 Keys to Transform Your Life*. She coaches her clients to achieve their most authentic self by releasing stress, increasing mindfulness and visualizing success. Carla cherishes motherhood, and enjoys plant-based cooking, and her dogs!