

The Table Of Contents Illustrated	10
Author's Preface	12
INTRODUCTION: What Is Procrastination and Why Fight It?	15
A History of Putting Things Off	19
Today's Age of Decision Paralysis	21
What Is the Most Effective Way to Get Information?	25
A System of Personal Development	31
Motivation	34
Discipline	36
Outcomes	38
Objectivity	40
Chapter Recap: Introduction	42
MOTIVATION: How to Get Motivated and Stay That Way?	45
Extrinsic Motivation: The Carrot and the Stick	47
Intrinsic Goal-based Motivation: Joy That Doesn't Last	50
Intrinsic Journey-based Motivation: Happiness Now	58
Why Meaning Is So Important	63
The Power of a Group Vision	71
So What Kind of Motivation Is the Most Beneficial?	72

TOOL: A Personal Vision	75
Personal SWOT Analysis	77
A List of Personal Achievements	82
An Analysis of Motivational Activities	84
The Beta Version of Your Personal Vision	85
The Final Version of Your Vision	88
Chapter Recap: Motivation	92
DISCIPLINE: How to Give Yourself Orders and Follow Them?	95
When Reason Says Yes, but Your Emotions Say No	98
The Emotional Elephant and the Rational Rider	102
Cognitive Resources: The Key to Self-regulation	103
Replenishing Your Cognitive Resources	105
Increasing Your Cognitive Resources	106
Building Habits: How to Train Your Elephant	107
How to Not Disrupt Habits and How to Maintain Them	111
How to Break Bad Habits and Leave Them for Good	113
TOOL: Bully-sheet	115
How Does the Bully-sheet Work?	116
Ideas for Expanding This Method	118
Why Does the Bully-sheet Work?	122
Potential Risks	123
Decision Paralysis	126

TOOL: To-Do Today	133
How Does To-Do Today Work?	136
Ideas for Expanding This Method	145
Why Does To-Do Today Work?	145
Potential Risks	147
TOOL: To-Do All	149
How Does the To-Do All System Work?	150
How Can You Deal With New Tasks?	153
Additional Ways to Improve the System	154
Why Does the To-Do All System Work?	156
Potential Risks	157
The Comfort Zone of the Masses: The Birthplace of Evil	158
TOOL: Heroism	162
How Can You Train Yourself to Become More Heroic?	164
Chapter Recap: Discipline	170
OUTCOMES: How to Find Happiness and Also Keep It	173
Where Do Negative Emotions Come From?	176
Cycle of Learned Helplessness	181
How Can You Fight Your Hamster? Like a Veteran	186
TOOL: Inner-switch	192
Managing Your Failures	194
Overcoming the Blows of Fate	197

TOOL: Flow-sheet	203
TOOL: Hamster-restart	206
Personal Growth and Personal Decline	209
Chapter Recap: Outcomes	212
OBJECTIVITY: Learning How to See Your Flaws	215
The Dunning-kruger Effect and the Blindness of the Incompetent	220
Sweet Ignorance: The Guardian of Our Brain	222
Why Fight Nonobjectivity?	224
How Exactly Can You Increase Objectivity?	226
Chapter Recap: Objectivity	232
CONCLUSION: The Key to Longevity	235
TOOL: A Meeting With Myself	237
How Do “Meetings With Myself” Work?	237
Potential Risks?	238
The End of Procrastination and Your New Beginning	240
BIBLIOGRAPHY	245