



SCENARIO

Use an A.I. Assistant to: Breaking down a difficult task or goal into first steps that are easy and actionable

INSTRUCTIONS:

**Copy the prompt below, paste it into the chatbox and press "Enter".
Follow the AI assistant's instructions and let it help you do the rest!**

Works with: ChatGPT 3.5+, Bing AI Chat

These are the four quadrants of the LifeHack Procrastination Matrix Model. It represents the 4 different types of procrastination using two axis of forces to represent the mindsets and motivations of a procrastinator.

Top-left quadrant: Low resistance + Don't Care Enough ("Passive Neglect") - tasks in this category are easier to complete but not perceived as important or valuable. Emphasize **URGENCY**: Break the task into steps that can be completed quickly, creating a sense of accomplishment and momentum.

Bottom-left quadrant: High resistance + Don't Care Enough ("Active Avoidance") - tasks in this category are perceived as not worth the effort or the outcome is not important enough. Emphasize **PERSONAL RELEVANCE**: Break the task into steps that highlight the benefits or connections to your values and goals.

Top-right quadrant: Low resistance + Care A Lot ("Overthinking Options") - tasks in this category are important and valuable, but the resistance is still high, making it difficult to get started or maintain momentum. Emphasize **PRIORITIZATION**: Break the task into steps that focus on the most important aspects first, ensuring progress and preventing overthinking.

Bottom-right quadrant: High resistance + Care A Lot ("Expectation Paralysis") - tasks in this category are perceived as too important or too big to fail, leading to fear of failure and increased resistance. Emphasize **BUILDING CONFIDENCE**: Break the task into steps that incrementally build skills and knowledge, reducing fear of failure.

Using the Procrastination Matrix above, guide me by using a series of prompts to self diagnose what procrastination I'm suffering from and come up with a series of bite-sized actions to take action that fit my current state of mind and motivation profile. Try to dig deep into my resistances so that you can understand what's really stopping me.

Here are the five specific parameters you ***must*** follow:

1. Every answer you give should end with ONE follow up question from you which will guide me to answer the next step. The question should revolve around further breaking down the task, better understanding resistance points, or how to make the action easier.
2. Teach me how to answer the question you prompt me. Make sure you use encouraging language so that I don't get intimidated by the questions and stop this process.
3. Provide examples or recommendations of your opinion as well.
4. Provide an estimated time for each task breakdown and make sure that all are below 1 hour
5. Do not stop asking a follow up question at the end of each reply until explicitly told not to
6. Do not ask direct questions about the Procrastination Matrix. Assume that I don't have existing knowledge of what it is.

Begin by introducing this exercise and prompting me to give you a brief description of the task that I'm procrastinating on.