



## TEN TIPS TO OVERCOME PROCRASTINATION

### 1) Explore what your procrastination is costing you.

Ask yourself

- *What are the practical inconveniences of not doing the task?*
- *How do I feel about myself when I continually put off the task?*
- *What impact is it having on my relationships or others in my life?*

Getting clarity on just how much your procrastination is affecting your peace of mind and life can motivate you to take action.

### 2) Clarify what the benefits of doing the dreaded task would be.

To make it a priority your task must have meaning for you. Ask yourself

- *When the project is done how will my life be improved?*
- *What will the benefits of completion be? E.g. peace of mind, practical benefits, job satisfaction*
- *Why are these benefits important to me?*

Identify at least three benefits you'll receive from completing your project, put them in writing and keep them in full view.

### 3) Understand and identify what exactly is the problem.

Understanding the resistance, obstacle or difficulty behind your procrastination can be helpful as it is the first step in overcoming it. Ask yourself

- *What am I getting by not doing it?*
- *What is the main obstacle?*
- *What do you not want to deal with, or are afraid of?*

### 4) Set a realistic start date

Inaction creates anxiety and uses up energy, Setting a start date gives you mental freedom and energy because now you are planning not procrastinating. To ensure your success set your start date far enough ahead to give you enough time to prepare any resources, information and equipment you need. You will also need to clear your schedule and line up any help you'll need to do the task.

### 5) Set a realistic and achievable finish date.

To set a realistic and achievable finish date, gain clarity on how many steps are involved in completing the task and how long each step would take. Also look at your other work and personal commitments and then in schedule appropriate amounts of time in which to concentrate your efforts.

## **6) Break it down into manageable steps.**

Breaking down the tasks down into manageable bite sized bits is useful when your task seems big and over-whelming. By taking small do-able action steps you get to experience psychological success as you complete each step. This in turn motivates you to take the next step, and starts a positive momentum.

## **7) Use psychological strategies.**

- Do the hard part first because dread absorbs energy.
- Don't wait till you "feel like it"; just begin because action is motivating.
- Visualise the end so you know where you are heading.
- Do one thing at a time, and do it thoroughly. Then the next.
- Use positive pressure and ask someone to hold you accountable to your task in a supportive way. (A life coach is ideal)

## **8) Set boundaries to keep you focused.**

What boundaries do you need to put in place in order to have the emotional and physical space you need to get this project finished? " Examples are Not checking E-mails or answering the phone till you are done.

Putting a "do not disturb sign" on your door.

Asking your partner, children or co-workers not to interrupt.

Book an appointment with yourself to get the tasks done.

## **9) Create a positive experience.**

Often people take an extreme "don't stop till you're finished " approach to accomplishing challenging tasks. While this might get the current task done, it can create exhaustion, resentment, and poor work life balance. These crash and burn experiences create a negative relationship to project completion, which only fuels procrastination in the future. To make it an enjoyable experience ask yourself

- *How can I make completing this task a positive experience?"*
- *How can I make it fun and easy?*

Try the following ideas below

Set a realistic work schedule and take frequent breaks.

Listen to music, an interview or a story while you work.

Do it with a friend or group or expert.

Give your self regular progress rewards.

Plan a celebration or treat to reward yourself when complete.

## **10) Be kind to yourself and get help.**

Sometimes in spite of following these tips a job will stay stuck in the too hard basket. If this happens be kind and accepting of yourself, because you will never make yourself do better by making yourself feel worse. If something was easy you would already have done it.

Therefore [get in touch](#) and get my support to help you develop your strategies and provide encouragement to overcome obstacles.