

Tip Sheet

Stop Procrastinating

TIPS

Procrastination is a habit, and like any other habit, it can be changed.

☞ When you have an important task, don't put it on your big 'to do' list. As soon as you do that, you've lumped it in with all the other stuff you'll get to eventually. Have a top 2 or 3 'must do' items for the day scheduled in your calendar.

☞ For tasks you dislike, think of value and impact. Focus more on the outcome than the actual task. If I don't do this, here's how it will look. When I complete this, here's the benefit.

☞ When faced with a task you're not good at, make it a challenge. Let's see just how good I can do this! And get help when you need it. Who is good at this?

☞ For the monster-like tasks when you don't know where to begin, just start. You'll be amazed by how quickly things progress once you take the first step. It's like the act of starting gets your brain to kick in and suddenly you're on a roll.

☞ Tackle tough things in the morning if possible. Your brain is fresh early in the day and you will approach it with a clear head. Also, you know your day is going to get busy and chances of getting anything significant accomplished later are slim. I assure you that your day will go much better once you get the monster task off your plate.

☞ Recognize your internal dialogue-excuse, excuse, argument, rationalization. You will always win the argument, so argue **for** doing something, instead of **against** it.

Read more about Procrastination in the [full article](#).



[Read more on our website](#)

