

PROCRASTINATION



Procrastination is the act of habitually postponing things until a future time.

You are procrastinating when you inappropriately put off doing something that you could do now, should do now, and would do now if you were to manage yourself and your time more responsively and effectively.

Some characteristics of procrastination

It's a disadvantage to wait.

Energy and time are being needlessly drained from you.

Your "reasons" and "excuses" don't hold water.

We often procrastinate when it comes to things that...

are difficult

are unpleasant

involve tough decisions and you feel indecisive

SOME STRATEGIES TO OVERCOME PROCRASTINATION WHICH HAVE HELPED OTHERS

1. Get it behind you. Do it first. Do it NOW!
2. Divide and conquer. Tackle the task in small pieces. You can handle almost anything for short periods of time.
3. Make a game of it. Find new ways of doing the task. (i.e. in the case of a routine task, see how much you can do in twenty minutes and keep a records of your progress.)
4. Set a realistic deadline.
 - a. Set a deadline as to when you'll begin as well as when you'll finish.
 - b. Post the deadline.
 - c. Let others know of the deadline so that they can support you in your goal.
5. Promise yourself a reward.
 - a. Take care not to reward yourself first. (Sometimes we are so pleased with our good intentions that we accept the reward before we deserve it.)
 - b. Be careful not to give yourself a reward that will defeat the purpose.
6. Delegate (just because you find a task unpleasant doesn't mean another person will see it that way.)
7. Since procrastination sometimes stems from the desire to be perfect, realize and accept the fact that there will be times when you will make mistakes.
8. Don't fool yourself into thinking that you are busy. Review your accomplishments.
9. Take time to analyze your procrastination habits.