

OVERCOMING PROCRASTINATION

Procrastination is the act of exchanging high-priority actions with those that are of lower importance. It can also be understood as the natural act of deferring a negative experience for that of a more pleasurable one.

Procrastination swallows up more time in the workplace than anything else. Being able to identify where you are spending your time and where you are wasting time is helpful in increasing your ability to complete your tasks and accomplish the goal you have identified for yourself.

Past To Present To Future – Where Is Your Orientation?



Deal With Backlogs

- Make time to get the past cleared up
- Focus your attention to where you are going

Reduce Distractions

- You are in control of how you respond to interruptions
- Know when you need to be uninterrupted
- Be aware of which distractions you search out

Know Your Excuses

- *I will feel more like doing it tomorrow*
- *I work best under pressure*

Deal with Unwanted Tasks

- Use your mental energy wisely
- Remember, they will not complete themselves
- Do a bit – just start and do something

Watch Your Time Frame

- Be aware of peak hours
- Work backwards with your time allotment
- Know what has to be done and by when

Be Goal Oriented

- Know what you want to accomplish
- Work decisively towards your goals