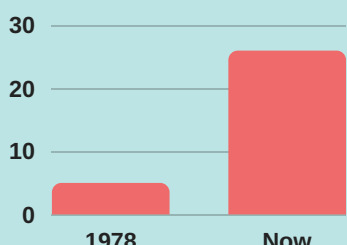
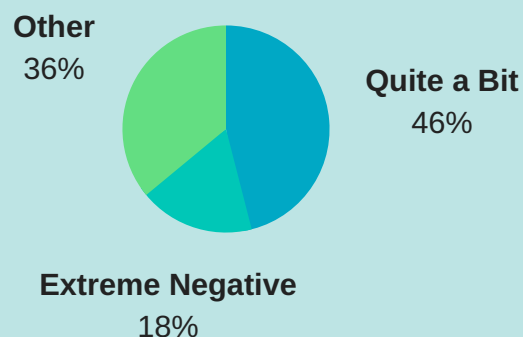


# 10 SECRETS TO OVERCOMING PROCRASTINATION

In 1978, 5% of the population admitted to being chronic procrastinators compared to roughly 26% of the population today.



An online survey by The Procrastination Research Group asked: "To what extent is procrastination having a negative impact on your happiness?" Of the 2700 responses, 46% said "quite a bit" or "very much" while 18% claimed "extreme negative effect".



Most of us know the feeling all too well. There's something we KNOW we should be doing, but we keep putting it off. Procrastination is a common problem. Here are 10 things you can do.

## 1 STOP THINKING YOU HAVE TO WAIT UNTIL MOTIVATION STRIKES.

You don't have to feel like doing something in order to do it. Even with creative activities, the best thing to do is to just get working!

## 2 "PUTTING THINGS OFF TO THE LAST MINUTE" IS NOT AN EFFECTIVE STRATEGY.

Some people claim to be most effective when they wait until the last minute. Not so. It only puts additional stress on the body.



## 3 WHEN YOU FEEL YOURSELF PROCRASTINATING, START WITH THE MOST DIFFICULT TASK.

By doing so, you will feel an immediate sense of accomplishment and that will motivate you to accomplish more.

## 4 WHEN FACED WITH A BIG JOB, DON'T ASSUME YOU HAVE TO DO IT ALL AT ONCE.

Rome wasn't built in a day! Find ways to break your project into smaller chunks and focus on accomplishing one piece at a time.

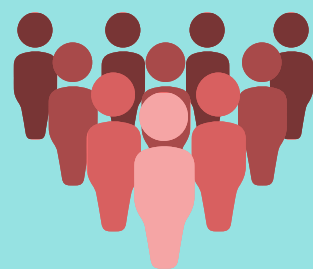


## 5 WHEN YOU HAVE PROCRASTINATED, DON'T BEAT YOURSELF UP.

Forgive yourself and move on. Avoid focusing on what you "shoulda" done and don't deny yourself meals and breaks when needed.

## 6 REMEMBER, YOU ARE NOT ALONE.

Most people have occasional bouts of procrastination. The trick is to identify your personal patterns and try to change them.

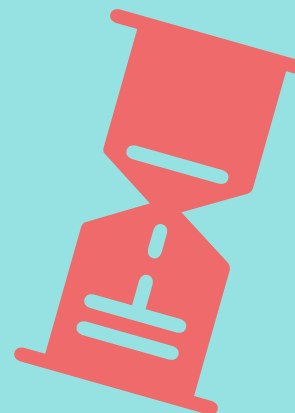


## 7 AVOID THE TEMPTATION TO DO EASY OR FUN THINGS FIRST.

Starting with pleasant tasks only further highlights the unpleasantness of the avoided task. It makes it too easy to keep avoiding.

## 8 UNDERSTAND THAT STARTING POORLY IS BETTER THAN NOT STARTING AT ALL.

Procrastination is paralysis, so any way to just "do it" and get started is helpful.



## 9 BECOME BETTER AT PLANNING.

A lack of planning and procrastination go hand in hand. There are lots of scheduling tools available - find one that works for you!

## 10 EXPERIMENT WITH WAYS OF MAKING THE WORK MORE ENJOYABLE.

Change your environment, play music, work with someone else, make it a game, reward yourself for completing steps along the way.

Overcoming procrastination doesn't have to be a struggle!  
By evaluating and revising your thinking you can make a big difference in your level of self-motivation and your success.