OVERCOMING PROCRASTINATION

ACT AFTER YOU PLAN

- Start with a written plan of action to avoid getting distracted
- Keep your plan simple and straightforward
- Start with the one thing you must get done today to feel productive
- Should be a manageable item you can complete in 10-15 minutes
- Break the day up into a number of "action sessions" for other tasks
- Balance the time spent planning with time spent creating or doing
- Avoid over-planning -- another method of procrastination
- Before ending your day, spend 10 minutes reviewing your progress
- Take time to plan your actions for the next day

BE VISION-DIRECTED

- Your tasks should match your values or purpose
- If not, you will find it hard to summon the energy to tackle them
- Bring each task into congruence with your basic mission
- If you can't, take it off of your list

BITE-SIZED PIECES

- Don't put any "to-do" on your list that takes more than 30 minutes
- If it takes longer, it's actually a series of smaller "to-do's"
- Break each step out and list it separately
- You don't have to tackle all the steps of a project in one sitting
- Spread a large task out over several work sessions
- You will see greater progress as you check more items off your list
- You will avoid getting bogged down in one large task or project

DECIDE TO SCHEDULE IT

- Determine how much you can do or tolerate at a time
- Don't push yourself too far or you'll get bored or frustrated
- Plan these project "pieces" into your daily activities
- Set a "completion point" for accomplishing each small task
- Completion points give you an end in sight to look forward to
GOOD ENOUGH IS GOOD ENOUGH

- Don't try to do everything perfectly
- Perfectionism often causes procrastination
- Perfectionists would rather put it off than do an incomplete job
- Rather than perfection, aim for progress
- Any small step toward completion is an accomplishment

JUST DO IT

- Do the worst job (or part of the job) first and get it out of the way
- Once you tackle the part you are dreading, the rest is a breeze
- Stop spending time planning and just jump into doing it
- Set a time limit -- "I'll file papers for 5 minutes"
- Alternate unpleasant jobs with tasks you enjoy
- Delegate out items you can't make yourself do

PLAN AROUND INTERRUPTIONS

- Interruptions tend to occur in identifiable patterns
- Notice when interruptions occur, by whom, and why
- Take steps to prevent those interruptions before they occur
- If they can't be prevented, learn how to delegate to someone else
- If they can't be delegated, learn how to delay until you are finished

REMEMBER TO MAKE IT FUN

- Make the project and environment as pleasant as possible
- Play music, open a window, have a cold drink, etc.
- Give yourself the best tools and work space for the project
- Take a few minutes to organize your work space
- A clean desk allows you to focus without visual distraction
- It's only a chore if you think of it as a chore
STAYING MOTIVATED

• Find an "accountability partner" to track your progress
• Schedule a regular time to check in with a friend or colleague
• Rewarding your accomplishments encourages productivity
• Give yourself a break, a treat, a nap -- whatever is a reward for you
• Reward every step along the way, not just the end result
• The bigger the accomplishment, the bigger the reward