



# Stop Procrastinating

Procrastination stems from habit. Procrastination is the intentional and habitual postponement of an important task that should be done now. To change your behavior, understand the causes for your procrastination and then develop strategies to change them

## Unpleasant tasks

- Unpleasant tasks rarely turn out to be as bad as you think.
- Complete these tasks first. Schedule them for early in the day. Give yourself a reward for doing them.

## Complex Projects

Something looms ahead of you: starting a small business, getting a job, preparing the annual budget. The job is too big or will take too long to do now, so you put it off.

- Break large jobs into smaller, manageable tasks. Plan and complete a start-up task, no matter how small.

## Indecision

You delay because you can't make up your mind.

- Make a time for making a decision and the criteria for making it. Share your deadline with someone else.

## Fear of failure (lack of self confidence)

You don't want to face the consequences of failure (or success), so you delay.

- Develop a clear mental picture of the completed task and how you will feel at that time. Maintain a focus on the end result, not just the process. Remind yourself how good you'll feel when you're finished.

## Lack of interest

You are tired or lazy. You're just not very interested in the task.

- Reward yourself for accomplishments. Go out for special lunches when major projects are completed. If you don't earn the reward, don't take it.
- Schedule the task for when you will be at your peak.

## Perfectionism

You delay because you want to get the project perfect.

- Set deadlines for yourself. Tell other people your deadlines and encourage them to check up on you.
- Maintain your high standards, but recognize that sometimes 80% for you may well be 100% for someone else. Don't spend hours conducting a detailed cost breakdown when a rough estimate would suffice.

## Hostility towards a boss

You delay because you don't like the person who assigned the task.

- Review with your instructor what exactly is needed. Clarify the expectations.
- Make a game out of unpleasant tasks. Give yourself points, or do a running commentary on yourself as you do the task.

## Distraction, lack of focus

Sometimes losing concentration causes delays.

- Create a to-do list with priorities and block your time for projects.
- Complete something. Make a small task for yourself and finish it. Very small. Then, make another one.