Overcome Procrastination

Step One: Visualize the End from the Beginning
Create a vivid image of the completed project. Bring all your faculties of imagination to bear on it. Visualizing the completed task, the benefits you are reaping and the feeling of success will help you anticipate the achievement you are striving for. This visualization will change your attitude toward the task and invigorate you with the energy you need to overcome inertia you feel.

Step Two: Count the Cost
When procrastination sets in, sometimes it is because you have bitten off more than you can chew. Before putting a task on your list, be realistic about the time, cost, interest and expertise that the task will require. You may need to hire a professional or ask for help or raise more money to complete a task.

Step Three: Brainstorm
If you feel like you are stuck on a project or task, brainstorming is a great way to introduce new energy and break the “block” that is facing you. Sit down with a blank piece of paper and a pen, and write down your ideas and possible steps for the project. Browse through books and magazines related to your project and glean ideas from them. Don’t criticize any of your thoughts and don’t stop until all your possible thoughts have been put on paper.

Step Four: Make a Public Commitment
We tend to improve our performance when we know that we are being watched. Tell your spouse, partner, friend or boss what you plan to achieve. Sometimes telling your enemies or catty friends can work to motivate you because you’ll do whatever it takes to avoid failing with them watching.

Step Five: Break it Down to One Step at a Time
Now you are ready to tackle your project, but wait, don’t dive in yet. You need to break down the entire process into small, simple and doable steps. Having these steps written down on paper creates a kind of automatic action trigger when you look at them.

Step Six: Sweat It Out for Ten Minutes
When you find yourself not working on your project and continually putting it off, a good way to get yourself jumpstarted again is to set a timer and work on the item for ten minutes. No matter how unpleasant or stressful you find the task, you can bear to do it for ten minutes at a time.

Step Seven: Set the Bar Low
The solution to this is to set the bar low for the initial results of your project or goal. Remind yourself that you can always start over and it is not the end of the world. Remind yourself that you can always paint a room over if you botch the job the first time.

Step Eight: Find your Inspiration/Motivation
Each and every one of us has that one inspiration which can be used to kill procrastination. It could be financial freedom, sense of accomplishment, a need to prove people wrong who doubt your abilities (a favorite). Use this inspiration as the fuel for the fire inside you to keep it burning.

by Farhan Kadri, College Success student