

30 Ways to Beat Procrastination

Let's look at 30 things that can help you get 'around to it' and eliminate procrastination from your vocabulary. Not all of these will work for you so choose those that will get you on your way to success!

1. Start Now. if you wait for perfect conditions, you'll never get anything done.
2. Prune your 'to do' list to the bear essentials. 'To do' lists aren't always useful - sometimes they make the situation worse. Many people feel daunted when faced with a long list of things they 'must' do. They become disheartened and end up doing nothing.
3. Tackle the most difficult part of the assignment first if at all possible. Many people feel they're on a downhill slope to victory once the most dreaded part of the assignment is complete and out of the way.
4. Start Somewhere. If you want to avoid the most difficult part of an assignment. . .that's fine. . .just get started.
5. Ask yourself, "Is this the best way to accomplish my task?" If you're not sure, there's no shame in asking someone who has successfully done it.
6. Prepare Your Work Area. Make sure there's nothing visible that will draw your attention away or distract you from the task at hand.
7. Be realistic in your estimated time to completion of a task or project.
8. Be accurate. The more accurate you are in estimating the time necessary to complete the project the least likely you are to delay getting started.
9. Leverage your time. Make phone calls when you are waiting in line at the grocery store; in the doctor's or dentist's lobby; at the airport, etc.
10. Rearrange Other Assignments and Time Slots. In order to free up your time, you may find it advisable to rearrange your time schedule and shuffle other projects.
11. Create reasonable milestones. Milestones are not goals—they are the steps along the way to completion.
12. 24 hour rule. If you have the habit of scanning your email or opening regular mail before dealing with it . . . STOP IT. It means you're handling things twice and that's a waste of time.
13. Continually question yourself. What's the best thing that could happen in this situation or scenario? What's the worst case scenario? Keep looking for ways to make things progress more efficiently and effectively.
14. Think about it. Take 5 full minutes to consider the project before starting. It will refresh your thought process and sharpen your focus.
15. Disconnect yourself. As anyone with a deadline knows, anything with an internet connection can be the enemy of productive work. When you really have to concentrate, set aside an hour or a whole day – then go offline to work without distraction.

16. Use your natural rhythms to your advantage. Schedule big jobs for the morning if you're an early bird, or evenings if you're a night owl. Try to avoid doing large tasks in mid-afternoon. Most people suffer a physiological lull in the afternoon making them less productive.

17. Break it down. Nobody can concentrate for hours at a time on a single task. Break big jobs down. You could try doing 20-25-minute segments then take a break. This is part of good time management for small business owners.

18. Go public! Share your milestones and timelines with your inner circle. Make sure these are people who respond positively. Use your inner circle as encouragers and motivators toward your desired achievement.

19. Fuel yourself. Proper nutrition has a great deal to do with your energy levels. NO SUGAR. Eat fruit instead. Eat a small meal every three hours to maintain your energy levels if you're working all day.

20. Plan an event at your home or office. It will motivate you to make sure everything is properly cleaned and orderly.

21. Plan "ME Time. You can't and/or shouldn't always be "nose down, ass up". Create time to decompress and relax.

22. Utilize unexpected 'free' time. If an appointment is cancelled; school activity postponed or any other time comes available, turn it into productive time for you. Have a list of things to do when spare time is unexpectedly available.

23. 6 Most Important Tasks. Create tomorrow's list before you go to bed tonight. Review the list frequently during the day and mark off tasks that have been accomplished. Woohoo! (don't forget to celebrate!)

24. Get a mentor. If you stall or hit a road block, talk with someone in your inner circle or someone with expertise in your area of endeavor.

25. Find an app that works for you. There are plenty of apps available for beating procrastination, like:

- Strict Workflow—This extension enforces a 25 minutes (of working), 5 minutes break cycle or AKA as the Pomodoro technique. It's pre-configured to block popular distracting websites and easy to personalize.
- Write Room (Mac) and Dark Room (Windows) which make the doc you're working on take up the whole screen
- Freedom which blocks distracting apps and websites

26. Get a computer to do it. You'll be surprised how many mundane tasks can be automated. Let technology streamline dreaded jobs, such as: invoicing; inventory management; expense reporting

27. If all your tasks are tough, try time-traveling – a mental technique where you imagine how good it'll feel when you're done.

28. Delegate. Some people hesitant delegating responsibilities because they're concerned the person might make a mistake. Remember, the only people who don't make mistakes are the ones who don't do anything. If you need help, get it.

29. Additional Resources. Buy or borrow whatever resources you need to achieve your goals.

30. Reward yourself. It's important to recognized your achievements even if no one else is there to recognize your hard work. Celebrate the milestones, whether it's a special treat from the bakery or an afternoon at the spa.

Remember, it's time for you to get A ROUND TUIT.

