



7 Ways to Overcome Procrastination

We all have the capacity to procrastinate. Sometimes procrastinators have perfectionistic tendencies and can put things off to avoid not doing a perfect job. Often this can come from a fear of failure or fear of judgement by others. Sometimes procrastination can come from a fear of success. Whatever the cause of the procrastination, it's important to try and understand your own personal reasons and know what triggers this behaviour. Here are some simple ways to try and move beyond procrastination.

Limit distractions

If you are easily distracted by news feeds and social media, switch these distractions off and reduce time spent on such activities.

Build in some time for delay, but not too much

If you have a timescale or deadline to complete a particular task and are prone to leaving projects right to the last minute, make a plan to start your task and factor in a small amount of delay to allow for a degree of procrastination, but then do not delay any longer and work to a plan to get the job completed by the deadline set.

Eat the frog

Eating the frog means getting the biggest, most important task done at the earliest opportunity. It's the one you are most likely to procrastinate about. The idea is that you get this task done and out of the way first thing in the morning, because the other easier, less demanding tasks will be easier to work through, and eating the frog at the start of the day means valuable energy is not wasted on feelings and thoughts about putting off a task that you don't want to do.

Have a go anyway

The decision to take on a new opportunity such as a new occupation, or new class or activity could be one of the best moves you could make. You will be, and already are 'good enough.' You don't need to be perfect to start something new. If the decision to not do something is coming from fear of failure, this decision is built on insecurity and feelings of relief from anxiety. A more

growth-oriented mind-set might say “even if this task is going to be difficult, I could learn something and might even enjoy myself.” Human psychologist, Abraham Maslow famously and wisely said “one can choose to go back toward safety or forward toward growth.” A sentiment worth remembering if you struggle with procrastination and making important decisions.

Make a to do list

Having a to do list can provide structure to your day, and with each task having a time when it needs to be completed by, this avoids prolonging things and keeps you focused on managing your time.

Reward and congratulate yourself

When you have finished something on your list, recognise this achievement and congratulate yourself for completing something and for trying your best.