



50 Tips to Managing Procrastination

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I call it the big "P" word.

Procrastination.

It affects everything.

Clutter is symptomatic of one thing.
Delayed decision making.

So is lack of setting goals, lack of
identifying priorities, lack of
planning and scheduling... you
get the picture.

So this section is all about 'doing'.
Executing. Making decisions.
Taking action. Moving forward.

And remember to always...

**Clear your desk. Clear your mind.
Organize it®**





Tip #1

We all procrastinate about something.

Tip #2

It's a habit we develop in childhood that follows us into adulthood.

Tip #3

It's an ineffective habit that can be replaced with an effective one.

Tip #4

You waste time when you worry about what you haven't accomplished. You also increase your stress levels.

Tip #5

The hardest part of taking action is just getting started.

Tip #6

Holding back can be a way of not testing yourself or your capabilities.

Tip #7

If you want to grow you need to make decisions. This is true personally or professionally.

Tip#8

Setting clear deadlines helps.

Tip #9

Setting clear timelines helps.

Tip #10

It's easy to push aside high-priority activities with low-priority tasks. Have a plan and work the plan.

Tip #11

Stop wasting time worrying about what you 'should' be doing verses what you 'are' doing. It drains energy. Just do something!



Tip #12

Clutter is symptomatic of one thing.
Delayed decisions.

Tip #13

Sometimes making a decision means you might lose something.
A perceived risk. Push through it.

Tip #14

If you are a perfectionist, you put greater than average expectations on yourself and others. Lighten up.

Tip #15

If you are not doing something out of a purely stubborn reaction, something will come along to change that. For example, a deadline. 😊



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Tip #16

If you tend to 'dream' instead of 'do', remember that life is lived in the details of the day-to-day. Use a timer and come back to planet earth!



Tip #17

If you tend to over-commit, it becomes another way of being too busy with 'other things' to get important things done. Find help or learn to say 'no'.



Tip #18

Think about the consequence(s) of NOT doing something. How comfortable are you with it?



Tip #19

Getting organized and time management are both based on cause and effect scenarios. If you do this, then something happens. If you DON'T do this, it doesn't happen. Reflect on the consequence of not taking action.

Tip #20

Have very specific goals that are written down. Take action by the dates you outline.

Tip #21

Know your priorities. Put them in your calendar and take action accordingly.

Tip #22

Do the math. If you are spending one hour a day procrastinating, what is it costing?



Tip #23

Overcoming procrastination requires a certain amount of discipline. However, discipline is not a dirty word. It means being self-directed and autonomous.

Tip #24

If you feel your procrastination is irrational or emotional, take a step back to determine what's causing it. Confronting it can help break through the behavior barrier and help you move towards changing habits.

Tip #25

Focus on the positive outcomes or results you will experience by getting the job done. Turn a liability into an asset.

Tip #26

Learn to say "I will" or "I can". How you speak to yourself makes a difference in changing habits.

Tip #27

Remember...one step/day at a time. Just like climbing stairs.

Tip #28

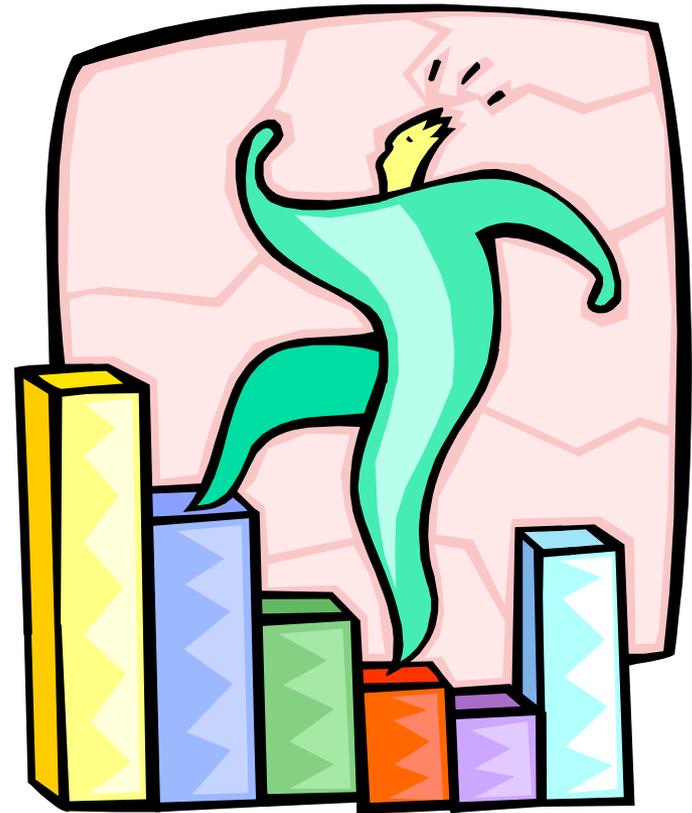
Develop a reward system for doing things when they need to be done.

Tip #29

Try doing the hardest thing you need to do first. Everything after that may seem easy.

Tip #30

Try doing the easiest thing you need to do first. It's fast. It doesn't work for everyone, but some have great success with this method.





Tip #31

Try doing the most important thing you need to do first. The priority issue. Get it taken care of. This is the best and most effective approach for most of us.



Tip #32

Yes. Try doing the least important thing you need to do first. *And then quickly move on.*



Tip #33

Commit these smaller tasks to your calendar. The quicker they become reality, the more likely you are to take action.



Tip #34

If you are overwhelmed, break big tasks into smaller more manageable parts. This is an effective time management technique.

Tip #35

Try finding a buddy to help you with undesirable tasks. For example, someone to help you clean out the files in your file cabinet.

Tip #36

Delegating work or finding outside help is an important time management principle. Doing this helps you re-focus on taking action on higher priority issues.



Tip #37

Reconsider. Is the item as high a priority now as it was when you put it on your list? It may have become less important.

Tip #38

How long? If an item has been on your 'to do' list for a while and it isn't getting done, then it may not need to be on the list at all. It just may not be that important.

Tip #39

If you are always chasing what you 'didn't do', you have no time or energy left to do what you want to do.

Tip #40

Eliminate distractions. They are the easiest road towards busywork.



Tip #41

Delayed decisions can lead to a flurry of busywork. There is a difference between being busy and being productive.

Tip #42

Get ready: by taking the time to prepare your workspace to do the job at hand.

Tip #43

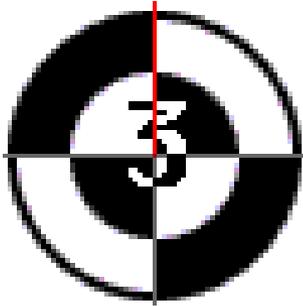
Get set: by removing anything in your workspace that would be a distraction.

Tip #44

Identify people and things that can help you overcome procrastination.

Tip #45

First decide what you need to do. Then create an environment for doing just that.



Tip #46

Use a timer. Do something for a certain period of time and then shift gears.



Tip #47

Give credit where credit is due. Pat yourself on the back when you do something you have delayed doing.



Tip #48

Be realistic. There are only 24 hours in a day...don't waste them by worrying about what hasn't gotten done. Do something!

Tip #49

By making decisions you experience greater freedom and flexibility to do things you want and not just the things you need to do.

Tip #50

Taking action is not just about completing tasks. It's about not feeling regretful and experiencing a more satisfying life.

Bonus Tip #51

Practice, practice, practice!

Keep Reading...





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Cynthia is founder and President of **Organize it & Productivity Partners, Inc.** a leading provider of training & coaching in the topic areas of time, information & decision-making management.

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