

10 Ways to Overcome Procrastination

Do you procrastinate? Just sometimes?

How about always? Some people do. That's when procrastination is a habit.

Just the other day I saw a photo of my office desk (when I worked as an accountant) which looked wonderful. It was covered in flowers I had received for my 30th birthday and on my desk, there were two trays. One was marked 'in tray' and the other 'guilt tray'. Do you have one of these?

I think most of us have suffered the ill effects of procrastination at some point in time.

If so, here are some quick tips that can help you:

- 1. Know you deserve a procrastination-free life:** When you believe this in your soul, you'll learn to say 'no' and to focus on doing what is important for your own well-being.
- 2. Plan for the next day at the end of each day:** Remember to always include something that you enjoy on your 'to do' list.
- 3. Prioritise your 'to do' list so that you do the most important things first:** Give high priority to things that are meaningful to you and delegate whatever else possible.
- 4. Tackle the most difficult things on your list first or when your energy is high:** If you put off difficult things, they have a tendency to grow.
- 5. Maintain boundaries around your day:** Take regular breaks and end your work at a reasonable time. This will help create energy reserves and space in your life. Use this time and energy to eliminate things you are procrastinating about.
- 6. Reward yourself:** Build in a reward for when you complete a task you see as challenging. It can be a great motivator!
- 7. Find an 'accountability partner' - a coach, supportive partner or friend:** Being accountable to another person for what you are saying you will do who - someone who really cares about your success and won't be critical if you fail - is a giant step towards eliminating procrastination.
- 8. Handle paperwork only once, whenever possible:** Deal with it now so it won't hit the procrastination list.
- 9. Get enough rest:** You may be procrastinating because you're simply too exhausted to do another thing.
- 10. Play:** Procrastination can be our inner child saying 'I don't want to do it because I haven't been taken care of'. Make time to play. It will renew your energy and refresh your perspective.

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