Just Do It: 5 Tips to Defeat Procrastination

Laurie Fox
Procrastination

Putting off the tasks you should be focusing on
Overcome this bad habit!

Why do you procrastinate?
Steps to Vanquish Procrastination

• Recognize that you’re procrastinating

• Figure out why you’re procrastinating

• Adopt Anti-Procrastination Strategies
Stay Organized

• Keep a to-do list
• Prioritize the list
• Become a master of scheduling
• Plan your day
• Set goals
• Focus on one task at a time
Break it Down

- Break a large project into smaller tasks
- Achieve some small things - even if they aren’t the most important
- Do 10% each day ... you’ll find you end up doing more
Take the First Step

• Build momentum - once in motion, it’s easier to stay in motion

• Try it. It might not be as unpleasant or as hard as you thought

• Think about how great you’ll feel afterwards!

• 2 minute rule
Reward Yourself

- Take yourself out to lunch
- Goof off
- Take a field trip
- Try (controlled) retail therapy
- Buy yourself flowers
- Indulge in a treat
- Give back
Get Support

• Find a support group
• Solicit peer pressure
• Set public goals
• Technology apps & tools
Indecision

Don’t Waste Time
Beat the Slump

- Take a walk
- Read something inspirational
- Find an accountability partner or support group
- Exercise / Yoga
- Grab a healthy snack
- Crank up the tunes
- Rehydrate
- Unplug for a little while
- Nap
- Embrace it - take a proper break
- Don’t beat yourself up!!
Defeat Procrastination

1. Stay Organized
2. Break it Down
3. Take the First Step
4. Reward Yourself
5. Get Support