

Procrastination

Procrastination is doing things of low value that involve less cognitive effort when there is a task of a higher priority that needs attention.

How do you rate? Thinking about the last couple of weeks, give yourself a rating for each of these productivity-killing time wasters.

Not a problem	Potential problem	Problem	Productivity killer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lack of planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Switch tasking (multi tasking)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social media
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chatting on the phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being disorganised
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daydreaming or looking out the window
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being unrealistic about time estimates or expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doing things that should be delegated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doing things that should be deleted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indecision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internet browsing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ignoring deadlines and putting things off
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physically getting as far away as possible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perfectionism
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Getting involved in dramas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	'Emergencies'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Making excuses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Starting tasks but not finishing them
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Starting tasks without planning or thought
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Re-doing your to-do list
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interruptions from other people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TOTALS



The procrastination cure

Know



Notice



Decide



Deadlines



Celebrate

Procrastination is doing things of low value that involve less cognitive effort when there is a task of a higher priority that needs attention.

Pay attention to your habits so that you know when you're likely to procrastinate or have already started.

Decide what you're going to do next. You can use a pattern interrupt, like a change of scene or a walk outside

Making non-negotiable deadlines – and sticking to them – is a surefire way to get things done. Follow that up by scheduling time to complete the task.

Because you deserve to have something to look forward to! As well as that, growing your sense of achievement and satisfaction is hugely rewarding and addictive in all the best ways!

***BELINDA'S RULE FOR OBLITERATING
PROCRASTINATION AND GETTING
SHIT DONE.***



20/20

THEN PARTY!

Commit to 20 minutes of doing the activity you've been putting off. Use a timer so that you don't have to think about it again.

Do *THE THING* for 20 seconds. 20 seconds is all it takes for your brain to find the motivation to keep you going.

After 20 minutes you can review, rinse and repeat - whatever. You've cured your procrastination.