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

## The procrastination cure

Know



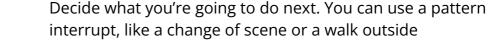
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**Notice** 



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





time to complete the task.

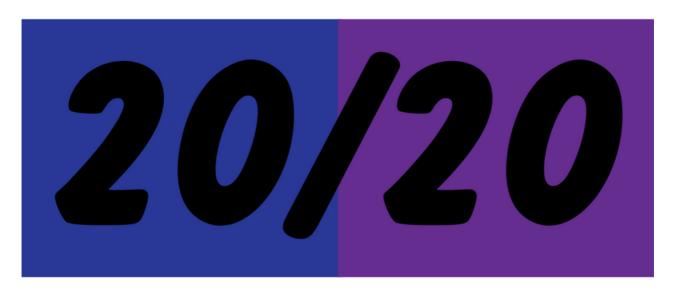


Making non-negotiable deadlines – and sticking to them – is a surefire way to get things done. Follow that up by scheduling



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.



## 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.