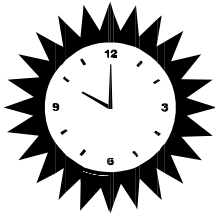


TEN TIPS TO HELP YOU OVERCOME PROCRASTINATION

1



1. How do you eat an elephant? One bite at a time! Break larger projects into manageable "bites" and create a timeline for yourself to accomplish these smaller tasks.
2. Remember that each project expands to the time allotted to it, so set a limit for yourself: *I am going to return all my phone calls in an hour. I will file papers for 30 minutes. I will spend 15 minutes picking up around the house.* **Set a timer.** You will be amazed how much you can get done when your time is focused on one chore. My clients report that they are much more efficient and effective when they set a time limit for specific tasks.
3. Check how you talk to yourself. Do you frequently say, "I gotta...", "I should...", or "I have to..."? Replace these statements with talk that is more positive like "I choose to..." and recognize that you can make a choice about what you do. If you don't choose to do it, don't do it!
4. Go ahead and start everyday by eating a worm! What worm you ask, well that task you have been putting off, the one that hangs over your head. Once that worm is down and digested you will have lightened your work load and you will feel much more productive.
5. Train yourself to manage paper F.I.L.E. When papers come into your office or home, give yourself these three choices: File, Initiate (take action), Toss (yep, throw it away!) See additional information on Kathy's FILEing system.
6. Relieve yourself of the stress caused by all of the clutter in your home and office by getting more organized. Order helps in accomplishing tasks and limits our tendency to procrastinate. We hesitate to start projects when we can not find all the things needed to get started or we don't have a clean surface to get it started!
7. Make a weekly appointment with yourself to plan your coming week. During your planning time, schedule important activities and tasks so you have a concrete plan for following through with your goals and intentions of the week. Starting off your week with a great plan means you have set yourself to accomplish great things!
8. When planning your time, include both urgent (time-sensitive) and non-urgent but important activities in your plan. An example of an urgent activity might be a meeting or a project with an upcoming deadline. A non-urgent activity might be exercise or relationship-building - something important but not time-sensitive or deadline-driven.
9. Make appointments with yourself to get administrative work done, such as paying bills or catching up with your reading. Treat this time as you would an appointment with someone else.
10. Take 15 minutes at the end of each day to put things away and look at the calendar for the next day. Gather what you need ahead of time so you will be prepared ahead of time.