

Beating Procrastination

Never do today what you can put off for tomorrow. Better yet, never put off 'til tomorrow what you can avoid altogether!

Is your procrastination hindering you?

Here are 6 tips on beating the habit:

1. Make a list of what needs to get done. This can be listed in no particular order and will give you a handle on just what you need to accomplish.
2. Prioritize by deadlines. Arrange tasks in order of when they are due. You may also choose to rank them by how important it is to get them done. For example, paying your bills on time may be more important to you than cleaning out your closets. Do that first.
3. Get yourself a calendar with room to write notes in.
4. Take what's at the top of your priority list and determine how long it will take to accomplish it. If it's a quick task, put that down to be done the current day. If it will take a longer time, divide it into smaller tasks to be spread out over several days. Write this in your calendar with specific dates for accomplishing each. Include your deadline for completion of this task on your calendar as well.
5. Keep filling your calendar until you have a time set aside to do each item while still meeting your deadlines. Be careful to not overbook yourself and allow plenty of time for delays. This will allow you to feel confident that you can accomplish all you need to in the time you have.
6. Relax and work on one item at a time without feeling you have to do it all at once.