

What Can I Do To Beat Procrastination?

In many of my coaching sessions, procrastination is something that my clients experience and find hard to overcome. It is important to understand that procrastination is not the same as laziness or poor time management. It usually means that you choose to do simpler tasks rather than take on the more challenging work. There are many different reasons for this such as:

Ambiguity - *"there is no clarity of the task so therefore I don't know what is important."*

Distractions - *"I would rather speak to X or Y about what they are doing than take on the big task I have. I'll do it later."*

Perfectionism - *"If I don't get this exactly right then people will judge me badly."*

Ego - *"I want people to see that I am completing things so I will do all the small things first."*

Rebellion - *"I am not going to do this now because X asked me to. I'll do it in my own time."*

I am sure that you have other examples too that you could add to this!

To really tackle procrastination, you need to first have a look at what the root cause of this is.

Take some time to ask yourself:

'What do I feel when I look at the task?'

'What barriers do I put up to avoid the task?'

Once you have discovered your procrastination 'opponent', as Dr Traci Stein, Ph.D describes it, you can then start to take action to fight it. Here are my three top tools for taking action:

1. Define the end goal again

We often get lost in the task and forget why we took on the task in the first place. By defining what the task is for, and how it will be useful once completed, can help us to reconnect with it and clarify our conviction.

2. Start small

When we view a whole task in one big block, it can cause panic and anxiety because our brain sees the enormity of it and freezes. Take a moment to breakdown the components to the challenge and find something that takes very little time. Complete this and celebrate! Then take the next thing, complete it and celebrate. Before long you have completed several parts of the task and there is less for our brain to comprehend.

3. Schedule time and use a timer

This seems really simple but it is often something people resist as they feel that they can't shut their door or close off their diaries to others. Test your resistance to this by say, "If an hour of time is too long, what about 30 minutes or 15 minutes?" Once something feels more comfortable, book that in and set your task for that time. Use could use a timer to help keep you focussed during this time. Do your best to not let anything get in the way of it...it is sacred!

For more ideas on this, follow the link to Traci Stein article.

<https://www.psychologytoday.com/gb/blog/the-integrationist/201303/9-tools-finally-kicking-procrastination-the-curb>