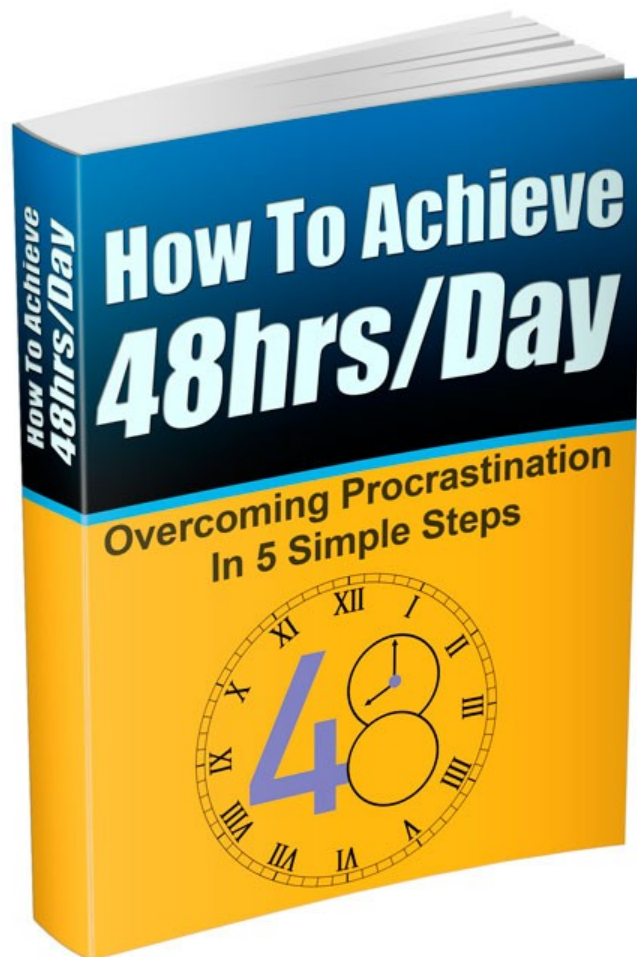


How To Achieve 48hrs/Day



**Overcoming Procrastination
In 5 Simple Steps**

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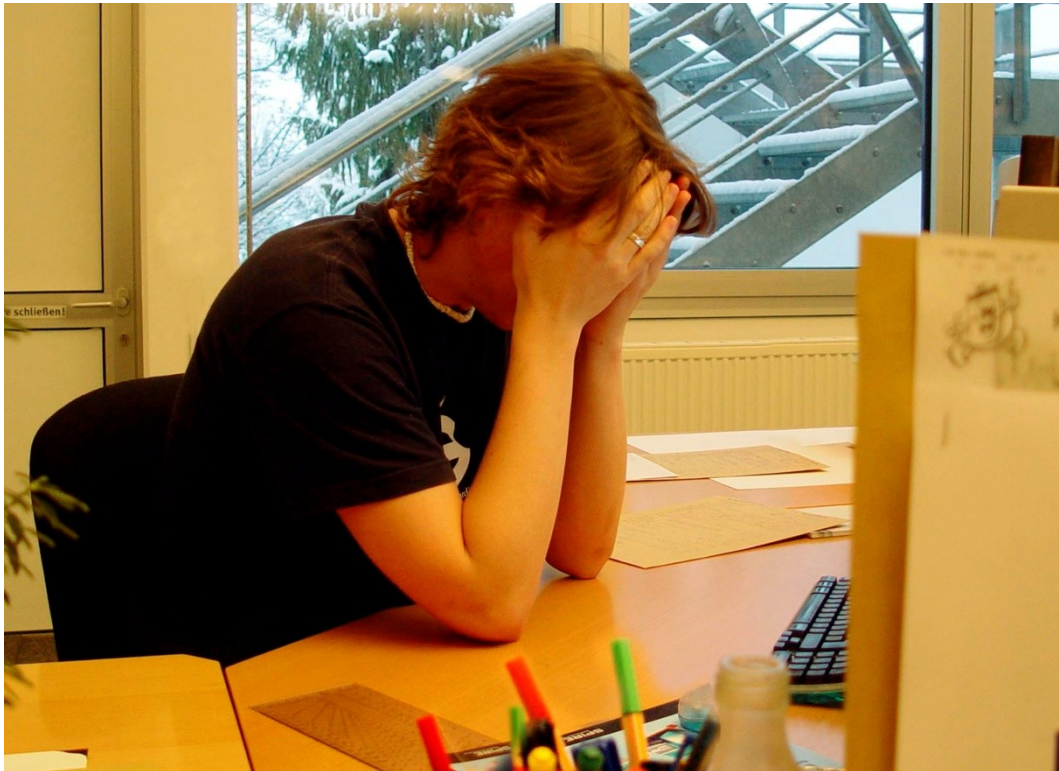
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How To Defeat Procrastination

Procrastination or commonly known as the delaying of tasks is a typical problem that a lot of people experience nowadays. Learning how to defeat procrastination as well as laziness can serve as a big help for you to increase your effectiveness and improve your productivity in both work and life.



Procrastination is an intricate psychological behavior that is associated with those individuals who develop and acquire a bad habit of delaying tasks. More often than not, we've been through a point where we have experienced delaying things needed to be done on time. Well, that is for sure. Everyone had been affected by the habit known as procrastination up to some extent.

However, for some individuals, this undesirable behavioral problem became a part of their daily life, which turns out to be their source of

continuous anxiety and stress and this had greatly affected their performance and progress in work and life.

As a result, they miss a lot of opportunities, wasted a lot of work hours, experienced resentment, stress and guilt for not finishing what they are supposed to do. Sad, but true this can happen to anyone once they allow procrastination to take over their life, instead of the other way around.

The truth is most procrastinators exactly know what they need to do. However, for certain reasons, they keep repeating this bad habit which prevents them from finishing the job that they need to do. Before, you will know how to defeat procrastination, it is very important that you should know first the characteristics and common causes of this problem. Understand them as they are imperative in overcoming procrastination.

Characteristics Of A Procrastinator

More often than not, procrastinators possess a positive view of their ability to finish the work on time. This kind of thinking results them to delay their task until there're no any other options left but to finish the work at hand without considering the date of accomplishment. In turn, this act is followed by a burst of anxious efforts to complete the work accompanied by their innate response to justify their action like "lack of time" or "I like to work under pressure".



The common characteristics that procrastinators have are:

- Unorganized
- Stubborn behavior
- Manipulation
- Low self esteem and self confidence
- Inability to cope with pressure
- Fear for failure
- Fear for change
- Fear to face the unknown
- Stressed, tired and overworked
- Perfectionism
- Indecisiveness

- A feeling of too busy to do the task

Even though this problem might not seem to be that serious, this can cause disturbing effects to the life of an individual. Procrastinators often experience the feeling of helplessness and weakness together with the frustration of not having the ability to control their life.

Underlying Causes Of Procrastination

Going back to the definition of procrastination, putting of things needed to be done on a specific period of time or avoiding things resulting to delayed accomplishments of tasks. Now the question is what leads procrastinators avoid doing something they are supposed to do? The answer boils down to two things and that is fear and desire.



Fear and desire are the 2 main factors involved in terms of inaction and action. Desire can be best explained like as the source of

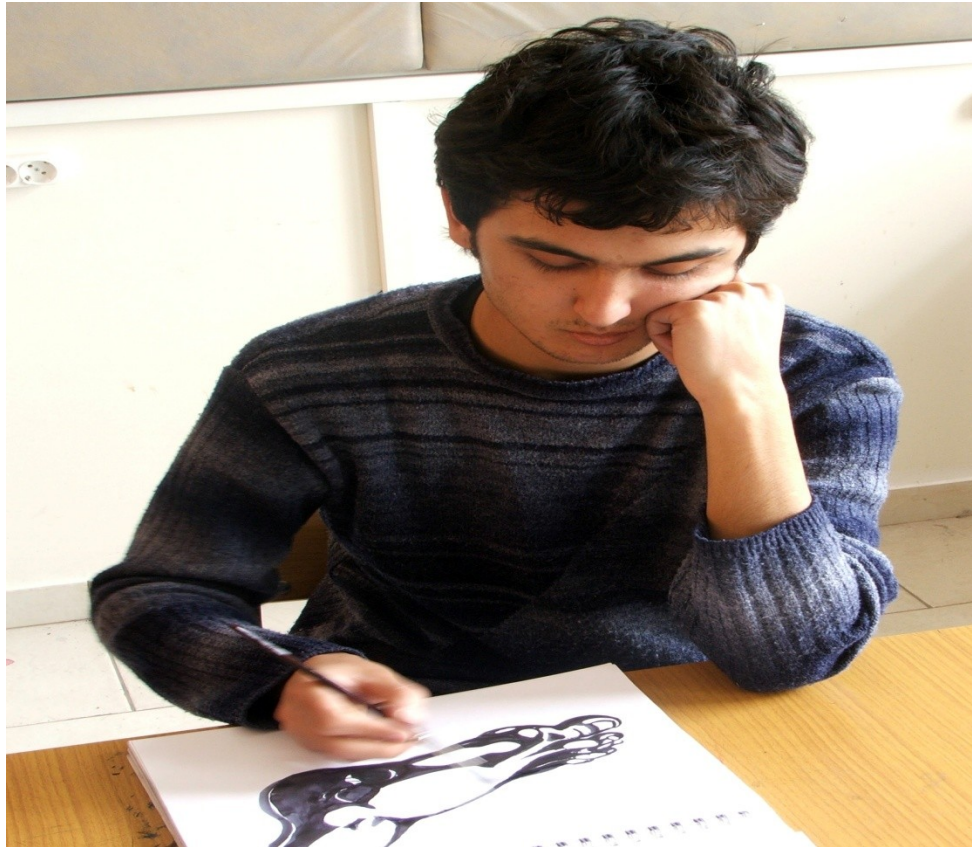
motivation to move forward. Without desire, people do not have the driving force to take action. On the other hand, fear is like the darkness that prevents you to keep on moving forward.

More often than not, if fear is more dominant than desire, procrastination occurs. But if desire is more dominant than fear, action happens.

If people suffer from fear and along with it they lack desire in doing something, the end result is that procrastination will prevail and will take over their life – affecting everything they do throughout the day.

- Lack of desire

One of the most powerful factors that cause procrastination is lack of desire. More often than not, procrastination happens to people because they lack desire in what they do. People are more likely to suffer from procrastination due to the fact that they do not love what they do or they are less interested to the things they are supposed to do.



Take, for example, people tend to procrastinate on their work because they lack passion for it. Some people procrastinate in doing the task they need to do because they are not interested in doing so. Either way, both results to procrastination, which is caused by having a lack of desire.

- Fear

Another factor that causes procrastination is fear. Even though you have the desire to do what you are supposed to do, if fear is stronger than that of your desire, it is more likely that you will experience procrastination. This fear that leads to the development of procrastination can be any fear. It may be a fear that has something to do with uncertainty, pain, hardship, failure, rejection, disappointment or any other similar things.



Even though this may look like weird, if you will examine carefully these certain areas in your life where you are procrastinating as of now, your answer is more likely to be related to a particular fear that you are experiencing right now.

This, in particular, is very common to those individuals who are perfectionist in which procrastination occurs as a resultant behavior because they fear doing something that will be in a less perfect manner than what they have envisioned. Hence, this impacts their idealized images, which in turn affects how they will perform in order to complete the task. Nevertheless, this leads them to procrastinate.

If in this point of time, you are thinking that procrastination is something that you should not worry of. Perhaps, you should think again. Procrastination could turn into a big problem sooner or later and by the time you may even realize it, it is already affecting your life negatively.

So, with this, here are the cogent reasons why you should act immediately and defeat procrastination all at once.

Cogent Reasons Why Procrastination Must be Stopped

If you will not act now to stop procrastination, it will lead you to suffer from a number of big problems not only in your work, but more importantly, in your life as well.



- Procrastination can lead to low quality of life.
- Procrastination can lead to trouble at work.
- Procrastination can lead to less productivity at home, work and life in general.
- Procrastination can lead to frustration and depression due to the things that you didn't accomplish.
- Procrastination can lead to failure, especially when it comes to achieving your personal goals.

- Procrastination can lead to missed opportunities in work and in life.
- Procrastination can lead to serious disappointment once you failed to satisfy your own expectations and others' expectations as well.

There are others more, but these are the things that you are likely to experience when you will not get rid of this problem in your life.

Although this may seem depressing and disturbing, there's no longer need for you to worry as it is absolutely possible for you to defeat procrastination on your own. As long as you will start now to stop it affecting and controlling your life, you can overcome it.

While there are some people who may think that procrastination is part of our daily life and we will experience it in everything we do, there is something you can do to avoid it and defeat it.



To overcome procrastination, the first and most important thing that you should do now is to decide whether you want a better life for yourself or let it be this way – allowing procrastination to take over your life and affecting everything you do. If you want to get rid of procrastination in your life and experience a better life from this day forward, here are the things that you should do. Follow them and implement them in your life now.

This will surely help you to overcome procrastination.

Effective Ways to Defeat Procrastination

1. Recognize the problem, identify the cause and take appropriate action to defeat it

One of the most important things that you should do to defeat procrastination and be more productive in work and life is to recognize the problem and understand what causes it.



More often than not, you will face the problem of procrastination while you are not using your time wisely to complete important tasks or even when you work on unimportant tasks instead of starting on to finish high priority tasks. Leaving the work pending longer than the date of accomplishment or putting off high priority tasks, which are needed to be done for a specific amount of time, are indication that you are experiencing procrastination.

Here are some things that will greatly help you to know if you are procrastinating.

- You are procrastinating when you are working with low priority tasks instead of high priority tasks.
- You are procrastinating when you are putting first low priority tasks in your to do list.
- You are procrastinating when you are using your time for unimportant things rather than starting to work on high priority tasks.
- You are procrastinating when you are starting to work on a high priority task and then suddenly you try to do something else such as taking a break or making a cup of coffee.
- You are procrastinating when you leave a task unfinished in your to do list for a long period of time, even though you are fully aware that it is very important that you should finish it on time.
- You are procrastinating when you tend to work on unimportant tasks which others ask you to do so, and putting more time on them to work on instead of finishing an important task that you are doing.

- You are procrastinating when you are waiting for the right time or the right mood to deal with an important task that you are working on.
- You are procrastinating when you are making an excuse not to do what you are supposed to do.

Once you notice that you're procrastinating, take an appropriate approach to overcome it. One of the best things to do this is that you must prioritize the tasks according to their importance.

Make a schedule of what needs to be done. Create a checklist or to do list of all your tasks during the day and arrange them according to how important they are. Try to set priorities in all of your daily tasks. You need to prioritize all of your tasks by putting the most important tasks on top and the less important tasks at the bottom so you will be in the right direction.



Set tasks by category such as high priority tasks for important ones and low priority tasks for unimportant ones. Complete those tasks that are in your top priorities first and when done then you can finish those tasks that are in your low priority. Do that one task at a time. In this way, you are more likely to finish the work on time as well as avoid delaying those important tasks that you need to complete.

2. **Act now and just Do it**

When you already have a to do list or a checklist for your daily tasks, start working on the task by focusing on starting it instead of finishing it. Although you may get depressed because of the difficulty of the task and get pressured because of the deadline, do not allow that undesirable feeling to control you. If you do so, this will only create fear as well as resistance towards your task that will affect your performance and in turn this will have a negative impact on how you will do your work.



Rather than stressing yourself or depressing yourself over the difficulty of the task, just focus your attention and effort in starting the task. No matter how hard it is, just do it. Having a to do list and starting one task at a time are the best ways to defeat procrastination.

3. **Divide the project into smaller tasks**

The size of a task is more than enough to frustrate and depress people, which in turn can lead them to have a lack of interest or desire to work on it and complete it. However, instead of dwelling on how big the task is, make an effort to break the project into smaller manageable tasks. In this way, you will be able to easily build an action plan to deal with the task more effectively.

More often than not, people procrastinate on big tasks because they do not know what to do next when they start working on it. This keeps them away from continuing the work and finishing it. So, to prevent this, take some time to evaluate the task. Break it down into smaller tasks.



Once you have a plan, start working on smaller tasks that are easier and faster to finish. Doing so will greatly help you to have a sense of achievement and motivation each time you accomplish a specific task. And this leads you to work further on the task.

4. Beat your fear and love what you do

Having a lack of desire and the feeling of fear for something will greatly prevent you to work at your best performance. And so, this will lead you to procrastinate. In order for you to work effectively and productively, you should love what you do. See the tasks not as a problem you need to solve on, but rather as achievements you need to work on.



Never fear anything. If you will, it is more likely that it will going to be true. Don't be afraid that you will commit mistakes in completing the task. This is normal and nothing to fear for. Accept that you will commit mistakes once in a while or accept

that you will have to go through the hardship before you can accomplish the work at hand. Eliminate any fear that you feel. This will help you to be more productive.

5. **Reward yourself even with simple things**

More often than not, if you are stuck to a task, it is more likely that you will develop a negative feeling of being trapped and that can lead you to be frustrated as well as overworked.



Give yourself some time to break free from the hectic schedule and treat yourself with small rewards such as having a coffee time with friends so that you can enjoy while working on the task.

Believing in your capability to finish the task and working with it is an effective way to overcome procrastination. Having a good understanding of how to defeat procrastination as well as developing

good organizational and time management skills are essential ways to effectively beat procrastination in the long run.

Combined with effective planning and dividing your work into smaller manageable tasks can greatly help you to overcome procrastination successfully. Bear in mind that this is a continuous process and you really need to try it over and over again before you could fully understand how to defeat procrastination in home, school or office.