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Taming The Procrastination Gremlin

Procrastination sneaks up on the best of us. When we become aware of the things we do to create this time thief, we can take steps to eliminate the drains on our energy and vitality. Here are some reminders to tame your procrastination Gremlin!

1. **Take time to plan** - At the end of each day, plan for the next. Write a to do list that not only includes the things that need to be done (deadline oriented items) but also long term projects that propel your strategic plan.
2. **Set priorities.** Now that you have a list, prioritize each item. Do the most important things first. If you are running errands, map them out so that you save driving time.
3. **Tackle the most difficult task first.** Difficult tasks are not always priority tasks. They may have become difficult because you keep putting them off. When you keep putting off an onerous task, it magnifies it's difficulty.
4. **Use the one touch system.** When possible take care of a task before it gets on a procrastination list. For instance, open your mail, sort it, file it, act on it, or throw it away immediately. Do this standing up!
5. **You're worth it.** Decide that you are worth a having a procrastination-free life. When you believe that you deserve a life free of aggravation, you will take care of what is important to your personal and professional well being.
6. **Become selfish.** Ask for what you need in order to create space in your life. This gives you time.

Seeds of change:

"Discipline is the bridge between goals and accomplishments."

—**Jim Rohn: Author and speaker**

This newsletter has 525 words
and should take 4.5 minutes or
less to read.

A small price for knowledge!

Remember the visual of the oxygen mask dropping down in an airplane. Put it on yourself first, then take care of others.

7. **Get your rest.** Sometimes we procrastinate because we are just too tired to do one more thing. Go to bed early. Get eight hours of sleep. Maintain your boundaries around your day so you can take breaks and end your work at a reasonable time. Take time for yourself!
8. **Choose accountability.** Find an find an "accountability partner". Being accountable to another person who really cares about your success and won't be critical if you fail.
9. **Reward yourself.** Give yourself a pat on the back when you complete a task, especially a task that you saw as difficult or challenging. Choose a big reward like a massage, or tickets to a concert. A small er reward works too; time with a buddy for a walk or a special latte.

Recognize that taming the procrastination gremlin takes three things – desire, attitude, and commitment. Become a master of your time and your life!

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