

OVERCOMING PROCRASTINATION

Is your procrastination related to a project? Or is it a habit?

To remedy procrastination:

Begin with one, modest project

Answer these basic questions

What do you want to do?

- **What is the final objective, the end result?**

It may be obvious, or not

- **What are the major steps to get there?**

Don't get too detailed: think big

- **What have you done so far?**

Acknowledge that you are already part of the way, even if it is through thinking!

The longest journey begins with a first step

Why do you want to do this?

- **What is your biggest motivation?**

Do not concern yourself if your motivation is negative!

This is honest and a good beginning.

However, if your motivation is negative,

re-phrase and re-work it until it is phrased positively

- **What other positive results will flow from achieving your goal?**

Identifying these will help you uncover

benefits that you may be avoiding: Dare to dream!

List out what stands in your way

- **What is in your power to change?**

- **What resources outside yourself do you need?**

Resources are not all physical (i.e. tools and money),

and include time, people/professionals/elders, even attitude

- **What will happen if you don't progress?**

It won't hurt to scare yourself a little...

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Develop your plan, list

- **Major, realistic steps**
A project is easier when it is built in stages;
Start small;
Add detail and complexity as you achieve and grow
- **How much time each will take**
A schedule helps you keep a progress chart
and reinforce that there are way-stations on your path
- **What time of day, week, etc. you dedicate yourself**
to work. This helps you
develop a new habit of working,
build a good work environment, and
distance distractions (It is much easier to enjoy your project when distractions
are set aside.)
- **Rewards you will have at each station**
and also what you will deny yourself until you arrive at each station
- **Build in time for review**
Find a trusted friend, elder, or expert to help you
motivate yourself or monitor progress

Admit to:

- **False starts and mistakes as learning experiences**
They can be more important than successes,
and give meaning to "experience"
- **Distractions and escapes**
Do not deny they exist, but deny their temptation
- **Emotion**
Admit to frustration when things don't seem to be going right
Admit that you have had a problem, but also that you are doing something
about it
- **Fantasy**
See yourself succeeding

**Finally: if procrastination is a habit of yours, forget it.
Focus on the tasks and project at hand, and build from there!**