

Eight Strategies to Beat Procrastination

<p>Appointments with yourself in your diary: decide when you will do it, and put the time aside.</p>			
<p>Leave the job out visible: for example pots of paint by the front door, or open book on the dining table. If it's there it reminds you, but is also easier to start.</p>			
<p>Break large tasks into chunks: decide to start with just the first part. Worry about the rest once you've done the first part.</p>			
<p>Plunge in and get started: don't worry about getting every detail planned, just start and sort the detail out as you go along. Once started, many jobs are more enjoyable and will be quickly finished off.</p>			
<p>Visualise the future</p> <ul style="list-style-type: none"> • what if I don't do this job at all, or if I delay it until it gets really bad? • what if I do it and finish it – how good will it feel to see the completed task, all done? 			
<p>Reward yourself: on completion of the task, or part of it, give yourself a small reward. Always pay up if you have earned it, or this method won't work a second time! You could withhold the reward until you have done the task - e.g. no chocolate until...</p>			
<p>Energy: fitness and sleep will determine your ability to tackle tasks in a tough and energetic way.</p>			
<p>Start the day with a tough one: rather than thinking about the unpleasant task all day, get it over with, and feel smug. Make this a habit: one tough job at the start of each day.</p>			

e.g.1

e.g.2

e.g.3

Mark each one out of ten - how well does it work for you?