

5 ways to kick the procrastination habit!

This Free E-Book is brought to you by [Natural-Aging.com](http://Natural-Aging.com).

**100% Effective Natural Hormone Treatment**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**

**5 ways to kick the procrastination habit!**

**By Julie Plenty**

**5 ways to kick the procrastination habit! by Julie Plenty**

Do you rush around doing things at the last minute? How many times have you mentioned something that you felt that you ought to do and said "yes, I'll get round to it", but "it" never happens. Procrastination means to "defer action", but it rarely serves us well, unless we know what's behind it and what to do about it.

Procrastination isn't only about deciding not to do or to delay doing something – it also means that we have chosen to do something else instead. So, it's watching TV instead of having a relaxing swim. It's going out to lunch with a friend when there's a report to be completed. Habitually making choices which don't serve us well will continually create challenges and drama in our lives.

Procrastination causes stress. Yes, most of us have too much on our plates, but leaving things until they really have to be done just ensures that we put even more pressure on ourselves.

Delaying things take time and energy – because when you know that something needs to be done and you're not doing it – it stays in the back of your mind and silently drains you.

Procrastination is only a habit and habits can be changed. The first thing to ask yourself is whether procrastination is a sign that you need to change something fundamental in your life (ie job, environment, relationships) or if it's masking fear, lack of self-confidence, self-esteem etc

There are a number of ways to tackle procrastination and you can use different strategies for different situations.

1. Conversion

## 5 ways to kick the procrastination habit!

May of live a "have to", rather than a "want to" life. Our lives are full of obligations and things that we don't really want to do. But with some creative and imaginative thinking we can convert the "have tos" into the "want tos". How can we do this? By thinking beyond the immediate task and focusing on the wider benefits of completion.

For instance, if you don't want to do the books or open your bank statements, you can try asking yourself what are the benefits of greater financial control.

Will you have much more money in the long run as you learn to save, spend and invest it wisely? How much freer will you feel now that you've taken back control and your energy isn't being drained by the nagging, insistent worry that you ought to be doing something about it – because you already are!

### 2. Prioritisation

By which I mean do the thing you least want to do when you have the most energy to do it. You can always find the energy to do things that you enjoy doing, but you need your energy level to be highest when tackling things which you don't care for. So, if you're at your best in the morning – then tackle the administration then, clear out your clutter and vice versa if you're an afternoon or evening person.

### 3. Delegation

We have things that we're good at and things that we prefer to do. Ask yourself: (i) does it have to be done at all? (ii) does it have to be done by you? Is there someone else who could do the job? You may decide that you don't want to concentrate your energies on bookkeeping, but you can hire a bookkeeper to free you from this. Or someone else at work may like administration; ask for their – or more – assistance.

### 4. Do it in pieces

The difficulty with procrastination is that the task may seem overwhelming because it has been avoided for so long.

It has grown in size and taken on a life of its own! Bring it back down to earth and start tackling it in bite sized pieces (when you're at your best! – see no 2)

### 5. Develop a system

Procrastination takes up time and energy. You may always find yourself on the defensive as things catch up with you. Developing a system means that you nip procrastination in the bud.

If you want to take more exercise, then exercise with a buddy, hire a personal trainer (either at your house or

## 5 ways to kick the procrastination habit!

the gym). Join a walking club, sports club – somewhere where you are committed to being and encourage others to commit with you. Set up structures which ensure that procrastination doesn't get the chance to put its feet under your table.

And remember to reward yourself when you've broken through and achieved something.

Dealing with procrastination is one way of taking back control of your life and the ultimate reward is having more time to really enjoy your life.

©2003 by Julie Plenty

**ABOUT THE AUTHOR** Julie Plenty is a Personal and Business Coach who helps people to raise their self esteem. For more tips visit: <http://www.kickstartyourselfesteem.com/web2/toptips.html> And sign up for the free e-course: "5 ways to not improve your self-esteem" by sending a blank e-mail to: [selfesteemcourse@spearhead.par32.com](mailto:selfesteemcourse@spearhead.par32.com)

## 10 Ways To Kick The Procrastination Habit

### By Julie Plenty

I recently read about a survey (by the University of Chicago) which suggested that those who relish challenge are more likely to live up to 10 years longer than those who spend their lives inhibited by timidity.

Trying to realise our ambitions, even if we don't always meet them, is preferable to not having the courage or motivation to take the risk. So not making any resolutions because we fear that we'll break them is having a defeatist attitude, as we allow procrastination to become an insidious habit which stops us from leading more fulfilling lives.

The following offers 10 ways to kick the procrastination habit!

1. Personal values development. Take the time to find out what you really want in life, what your personal values are. Do you want more time, more money, better health, greater self esteem and confidence, more fulfilling relationships, a different career, set up a business? When we procrastinate it's often because what we are planning to do is not really aligned with what we truly want. We may be scared of our skills (or perceived lack of) or fear ridicule from others.

2. Make health a priority. Without good health we are less likely to have the energy and dynamism needed to make positive changes in our lives and it's easier (and necessary if you're very ill) to procrastinate. So ensure that you have a nourishing diet, sleep well, exercise and meditate. Incidentally, it is thought that regular meditation helps delay the worst effects of the ageing process.

3. Visualise your life without procrastination. See and feel the benefits in your life if you didn't procrastinate. What could you do and achieve? Begin to act as if you're not a procrastinator. Write

## 5 ways to kick the procrastination habit!

down, draw, imagine your life as a film. Use affirmations to help you.

4. Banish the Gremlin. That little voice which runs on auto in your head - that dismisses any idea that you might have. It says things like "I'm not in the mood" "I don't have time" "I can't do this". Stop running on auto, replace the "should's" "oughts" "have tos" with "want to" "desire". You have a choice. Acknowledge your choices and banish the Gremlin. Again, using affirmations can help you replace the Gremlin with more positive alternatives.

5. Overcommitment. Saying "yes" to everything - often leaves you feeling tired and without the energy to focus on what is most important to you. This leads to procrastination as projects and tasks are dropped. Identify what is most important to you and only focus on those areas which will make the biggest difference to your life. It will enhance your focus and motivation.

6. Setting personal professional goals. It's hard to motivate yourself when you don't have a good idea of what you want to accomplish. So when setting goals think about what you want to achieve in the short term and long term. Techniques for doing so include the SMART strategy. S = specific M = measurable A = Action R = Realistic T = Time based. Use goal setting software to help you in goal

improve your life and find your happiness. Only 9.95 Seven ways to improve your life and find your happiness.

planning and setting.

7. Prioritize Your Goals. Develop a plan or schedule to help you reach your goals. In doing so you will begin to identify whether some elements need to be included or enhanced or dropped completely. Also remember to be flexible, revisit your goals regularly and modify or drop if appropriate. Just because a goal is written down doesn't mean that it is set in stone!

8. Divide and conquer. Once you've prioritised your goals, divide them into smaller chunks. Sometimes we procrastinate because a project seems really large that the scale of it overwhelms us and puts us into a temporary form of paralysis - you don't know where to start, so you don't start at all! Approach each project - especially large ones - on a step by step basis.

9. Reward yourself. Once you start to complete tasks, reward yourself by giving yourself something that you want. So instead of seeing a film before you complete a task, see it afterwards and make it a reward for you.

10. Just get started. No excuses. Don't wait until you're "in the mood". The mood never comes! It is a clever camouflage and a delaying tactic. What you resist persists! Start with what is easiest, so that you experience immediate success, which will give you the fuel and motivation to upgrade and take on larger projects.

Do any of the above and you'll be well on your way to Kicking the Procrastination Habit. And if you're procrastinating over doing any of the above :.), then remember that life is the biggest deadline of all!

Julie Plenty is a Personal and Business Coach who specialises in coaching self employed creative

## 5 ways to kick the procrastination habit!

professionals to live more creative, fulfilled lives. To sign up for the Life Design newsletter visit:

10 Ways To Kick The Procrastination Habit

Do It Now

Beat The Procrastination Blues

7 Ways To Push Past Procrastination

Good Ways To Procrastinate And When Procrastination Might Be Good

How To FINALLY Stop Smoking...Once and For All!

Time Management Secrets

147 Killer Epublishing Strategies

Refund Plague Mini-Course

Motivate Your Way To Success



This Free E-Book has been brought to you by [Natural-Aging.com](http://Natural-Aging.com).

**[100% Effective Natural Hormone Treatment](#)  
Menopause, Andropause And Other Hormone Imbalances  
Impair Healthy Healing In People Over The Age Of 30!**

5 ways to kick the procrastination habit!

