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**The Top 10 Ways to Overcome Procrastination**

**By ADD Management Coach Jennifer Koretsky**

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When a person is bored or uninterested, certain tasks and projects can seem like torture! This feeling usually leads to procrastination, and procrastination often leads to guilt. Here are some practical ways to avoid these situations and overcome procrastination:

**1. Recharge Daily**

Be sure to get enough sleep and rest each day so that you have the necessary energy you need to accomplish your tasks.

**2. Get a Friend Involved**

It's harder to procrastinate when another person is involved. If you have a task you aren't looking forward to, invite a friend over to help you out. If you have errands to run, find a buddy who you can run errands with.

**3. Reward Yourself**

You're much more likely to complete that boring task if there is a dinner out or a new CD waiting for you when (and only when) the task is complete.

**4. Do Things in Pieces**

Procrastination often comes from feelings of overwhelm. Break tasks, even small ones, into steps so that they are manageable and provide you with a sense of direction.

**5. Use Music**

## The Top 10 Ways to Overcome Procrastination

Turn on some fun and upbeat music and let it pump you up! 80s music and showtunes are often great pick-me-ups that will give you needed energy to tackle your tasks.

### 6. Don't Be Afraid to do 2 Things at Once

Don't be afraid to balance routine or monotonous tasks with something that is more likely to hold your interest. You can pay bills while you watch TV, or talk on the phone while cleaning up the house.

### 7. Delegate

Do you find yourself procrastinating on chores at home like cleaning and laundry? Or maybe paperwork at the office? Delegate them! Kids, cleaning people, laundry services, administrative assistants and more are all available to take some of those boring tasks off your list and free up your time for the stuff you'd rather be doing.

### 8. Prioritize

Perhaps you're procrastinating on a task because it's really not that important. Maybe you'd love to re-organize your book shelves, but never get around to it. If it sounds like a good idea but in the end it's really not that important to you, don't let it hang over your head.

### 9. Get in Touch with the End Result

Before you begin a task or project that has high procrastination potential, get in touch with the outcome. When the task is finished, what will that mean to you? What will be better in life as a result?

### 10. Just Do It!!

Don't think about it too much, just jump in and get it done!

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Jennifer Koretsky is an ADD Management Coach who helps adults learn how to manage their ADD and move forward in life. She offers individual and group coaching, workshops, and skill-building programs. Her work has been featured in various media, including The New York Times Magazine and The London Times. Subscribe to Jennifer's free email newsletter, The ADD Management Guide, by visiting

## **Depression and Procrastination: Twins In the Job Search**

**By Marilyn J. Tellez, M.A.**

## The Top 10 Ways to Overcome Procrastination

Let me examine these two mental states. My definition of procrastination is that a person delays and delays actions that are required by a job or actions necessary to accomplish something in every day life.

Depression is a mental state that "almost freezes" a person into no action at all.

While procrastination can be overcome by a change of behavior and attitude, depression has its core issues of lassitude, feelings of hopelessness, anger and of giving up.

What do the two have in common? I think that procrastination is often a temporary trait, but depression is something that will take lots of time and energy to overcome. Both lead to a lack of action.

It is action, however, that has to take place for a job seeker to have success. Observing personal procrastination takes time to overcome. Overcoming depression, if it is long-term may take the intervention of either a professional and or drugs.

Both mental places have the effect of "dampening down" the actions of the job seeker. Elimination of both of these negative states of mind, has to take place for a job seeker to be minimally effective.

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