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## Tips For Overcoming Procrastination

By Aurelia Williams

I've been meaning to write an article on procrastination for week now, but I just haven't found the time to get around to it. Now how could I have resisted an opening like that?

Do you frequently find yourself putting essential tasks off until tomorrow, later, or never instead of doing them today? If procrastination has worked its way into your life, it may be time to change the way you think about your tasks and goals and begin to utilize better ways of tackling those things you've been procrastinating on.

As you can imagine and probably know from personal experience, when you procrastinate it not only affects the task but it can also affect you emotionally and bring on feelings such as guilt, inadequacy and stress.

There are many reasons that you may procrastinate. Poor time management, anxiety about a certain task and being bored by a certain task are just a few of the reasons that people procrastinate. In the end, procrastination usually leads to more stress.

Here are some tips for overcoming procrastination and building momentum:

Can you approach the task differently? Always be mindful of how you approach tasks. Ask yourself: Do I need to use a different technique? Will a new way of approaching this task make me feel better? How can I get some JOY out of starting this project? We all work in different ways and are inspired by different things. Find what works well for you and go with it.

Be sure you have what you need: Make certain that you have the right information, equipment and energy level to enable you to complete the task.

Plan, plan, plan: Did I say Plan? The time we spend in preparation and planning to see a task to completion is imperative. Set a time limit for yourself. Put a deadline on your tasks and work to reach that deadline.

## Tips For Overcoming Procrastination

**Break it down:** Big projects can feel overwhelming. Break them down into the smaller subparts. You'll get more done if you can do it piece by piece. Even the most dreadful tasks can be done in small increments.

**Boost yourself up:** Give your own motivation a good boost. Trust in your strengths. Take a moment to reflect upon other tasks that you have accomplished and feel good about! Keep reminding yourself that you can be successful!

**Reward yourself:** Celebrate and let yourself enjoy the completion of your tasks (large or small). It is important to never minimize your accomplishments.

Overcoming procrastination can be done and it usually involves both better organizational and time-management. You can start overcoming procrastination now and in the process, feel much better about yourself. Once you get the hang of it, you'll be surprised at how much joy, exhilaration and sense

of accomplishment is on the other side of procrastination.

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<http://reallifesolutions.net/personal/motivational.html>

, where you can

find more motivational tips and information to help you reach your goals.

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

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

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.

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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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Depression and Procrastination: Twins In the Job Search  
Tips To Get Motivated and Overcome Procrastination  
Overcoming Procrastination  
7 Tips For Lasting Motivation And Greater Success  
10 Reasons To START (anything!) Today

Time Management Secrets  
Stress The Silent Killer  
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