



OVERCOMING PITFALLS AND PROCRASTINATION

Procrastination

- Schedule everything
- First, do the thing that scares you the most
- Have a 'This or nothing else' policy

Procrastination occurs because

- 1) you fear the task will be scary or unpleasant,
- 2) you fear the consequences of the task,
- 3) you don't know how to do the task,
- 4) you don't know the next step, or don't have all the steps identified.

My most common reason for procrastination:

REFRAMES

For task being unpleasant: How could I enjoy, or be excited by this task?

For consequences being unpleasant:

- Ask yourself 'What would happen if this task was complete?'
- 'What's the downside of doing this task?'

For example:

I'd be subject to scrutiny, criticism

They would be jealous, scornful, resentful (family, spouse)

I can't be more successful than my father/mother

I wouldn't be invisible anymore (safety issue)

I might be more successful, too busy, won't see my family

I might have to travel (go on a book tour?)

I don't know who I'd be (identity issue)

if I lost weight, got the job, completed my degree

Identify any negative emotions associated with that completion.

RESTRUCTURE

- To avoid procrastination #3, when you schedule a task, ask yourself 'Do I know how to do this task?'
- To avoid procrastination #4, identify all steps of a project, and ask yourself 'Is there any additional information I need to know in order to complete any task in this project?' If there is, add a task called 'Get answers to ____.'

Confusion

A confused mind always says 'no' - this makes us procrastinate, too.

Bad Habits

- Running late
- Having clutter
- Losing things

How are your bad habits serving you?

Messes, tolerations, incompletes

Cleaning up and organizing are two different things

Personal Productivity Killers

- Clutter in any room
- Too many clothes you don't wear
- Personal projects you aren't going to do
- Tolerations & irritations that you work around
- Not having a place for everything you need

Overwhelm

- No prioritization
- Reviewing to-do list too often
- Second-guessing yourself on employee days

YOUR ASSIGNMENT

SINCE I HAVE STARTED THIS PROGRAM, I HAVE MADE THE FOLLOWING CHANGES:

MY LIST OF CHANGES TO MAKE IN THE NEAR FUTURE:

CHANGES THAT I CHOOSE NOT TO MAKE, OR CHOOSE NOT TO MAKE NOW:

MY QUESTIONS OR CHALLENGES: