



OVERCOMING PROCRASTINATION

Causes of procrastination:

- Other more 'urgent' issues 'calling you' such as the internet or emails; phone calls, other people being around and distracting you and so on
- Unhappy – what can you do to become happier?
- Anxious – what are you worrying about?
- Feeling incapable – trust in your abilities far more
- Perfectionist – feel you can't do the job perfectly so won't do it at all
- Bored – extra reason to do the job you are putting off!

How to overcome procrastination:

- Make some space – working in a clutter-free environment will be more inspiring for you
- Set realistic timescales – remember how long things really take
- Decide to do your best – and know that your best IS good enough!
- Begin the task – just a small step initially and find out how good that feels!
- Take another step – set yourself a time limit – say 30 minutes initially?
- If you come across a difficulty – ask for help (sooner rather than later)
- Plan a reward for when the task is complete