

How To Stop Procrastinating!

<p>STEP 1: RECOGNISE IT</p>	<p>Do you...</p> <ul style="list-style-type: none"> a. Fill your day with low priority tasks from your To Do List b. Read e-mails several times c. Sit down to start a high-priority task, and almost immediately going off to make a cup of coffee d. Leave an item on your To Do list for a long time, even though you know it's important e. Regularly say "Yes" to unimportant tasks that others ask you to do f. Fill your time with unimportant tasks g. Wait for the "right mood" or the "right time" to tackle the important task at hand
<p>STEP 2: WORK OUT WHY</p>	<p>Ask yourself...</p> <ul style="list-style-type: none"> a. Is it you or the task? b. Is the task unpleasant or boring? c. How organised are you? d. Do you feel overwhelmed with the task? e. How much of a perfectionist are you? f. How effective are your decision making skills?
<p>STEP 3: ADOPT A STRATEGY</p>	<p>Think about...</p> <ul style="list-style-type: none"> a. Making up your own rewards b. What point of the day you at your most effective c. Asking someone to support you d. Identifying the benefits and consequences for doing and not doing the task e. Getting organised