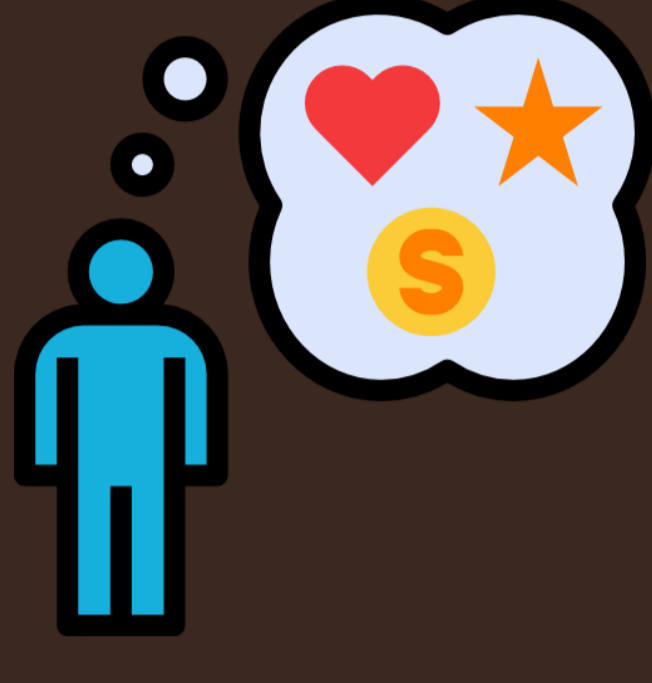


HOW TO BEAT PROCRASTINATION

Procrastination is the act of delaying or postponing tasks. To be more specific, it means doing simpler, more enjoyable but unimportant jobs ahead of difficult and time-consuming activities. It is very different from laziness in the sense that the latter refers to an unwillingness to do any task on hand. However, procrastination can be just as detrimental to your personal and professional life by undermining your true potential and leaving you behind your peers.



Think about how it would feel like once the tasks you have been delaying are complete. It will give you an enormous sense of accomplishment and satisfaction and might just be the trigger you need to get out of the habit of procrastinating. If someone is dependent on the completion of your task, think about how relieved they would feel!

TRY AND IMAGINE YOUR FEELINGS WHEN YOU FINISH A TASK



Telling others about what you intend to do can be a great tool for you to dive right into getting work accomplished. People are naturally bound to ask you about your progress and that will be a good source of motivation. Our 'image' matters greatly to ourselves and nobody wants people to think of them as incompetent or mediocre.

SAY IT OUT ALOUD. BRAG ABOUT WHAT YOU ARE GOING TO DO



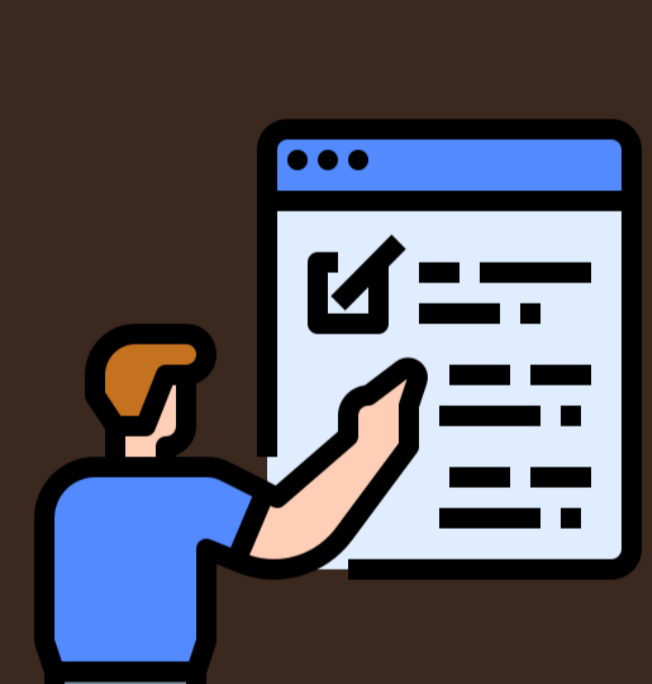
Research indicates that while we often evaluate the pros and cons of doing a particular task, we do not perform a similar evaluation while NOT doing the same. Hence, it would be great to actually think what it might mean if you do not accomplish a task. It could cost you a holiday, a promotion, a hike or a relationship!

THINK WELL ABOUT THE CONSEQUENCES OF NOT DOING A TASK



Figure out what exactly keeps you from getting work done. It often boils down to personal distractions or an environment that doesn't help you focus. It could be distractions in the form of friends, family or even phone calls and social media. You can also set a positive environment around by posting motivational quotes, using vibrant colors etc.

MINIMIZE DISTRACTIONS AND SET UP A CONDUCIVE ENVIRONMENT



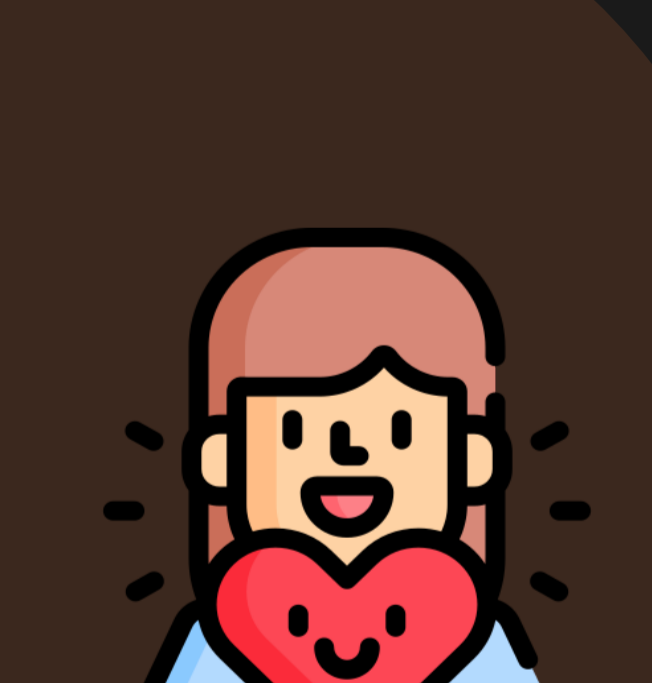
Having one single deadline for a task is one of the key reasons why people procrastinate. It gives you a feeling like there's plenty of time available. Instead break the task down into smaller bits and have individual timelines. When you break your goals down, it makes a humongous job seem easy to accomplish and the mini deadlines will keep you on your toes.

PLAN YOUR TASK DEADLINES EFFECTIVELY



One of the major reasons why we tend to put off doing some jobs is because we think too much about how to do them perfectly. While perfectionism is a great quality it does not work everywhere. There is never a perfect time, perfect place, perfect method or a perfect outcome. The more important thing is to do the job to the best of your ability.

STOP AIMING FOR PERFECTIONISM IN EVERYTHING



Do not punish yourself for your procrastination habits of the past. Everyone puts things off for another time occasionally, so cut yourself some slack! It's also a good practice to keep revisiting your goals to check if they still align with your priorities so that you don't end up procrastinating forever. Keep taking breaks, set some fun goals and make the entire process enjoyable!

GO EASY ON YOURSELF AND MAKE IT FUN!

My advice is to never do tomorrow what you can do today.
Procrastination is the thief of time.
- Charles Dickens

Never put off for tomorrow, what you can do today.
- Thomas Jefferson

Take time to deliberate; but when the time for action arrives, stop thinking and go in.
- Napoleon Bonaparte