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# Chapter 1:

## *Procrastination Basics*

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### Synopsis

Procrastination covers a very broad scope and before individuals can fully understand and overcome their procrastination environment of behavior, they need to familiarize themselves with the basics of procrastination. The following information can help you gain clearer insight and understanding about the procrastination basics.



## **The Basics**

Procrastination is a practice of delaying things or carrying tasks that are less urgent in preference to more urgent ones. This is also the habit of doing pleasurable things in place of those that are less pleasurable only to find out that they have putted off impending works on later time or even the “last minute”. Procrastination is the opposite of ideal productivity.

To produce is to pull and work forward to get things done while to procrastinate is to push things forward for tomorrow, next week or probably never.

This habit or practice can fill your life with shame. There are even instances that some individuals are cursing themselves due to their laziness, inability to concentrate on important tasks at hand and the human tendency of being easily laid to more immediate and easier gratifications.

Procrastination sometimes comes with good reasons and that is time procrastinating is a time spent to figure out things and plan for future actions to make.

The positive side of procrastination is that this allows individuals to have enough time to sort out complicates issues and generate ideas. It cannot be denied that there are really inevitable instances that individuals need to embrace the habit of procrastination.

But in them extent that this becomes an alarming habit and starts to pose negative impacts to your life, procrastination must be stopped at all cost.

Knowing the basics of procrastination is not enough. In order for individuals to gain clearer understanding, they need to know the exact

reasons why they procrastinate. Individuals procrastinate due to the following common reasons:

- Lack of motivation
- Lack of interest
- Skill deficits
- Fear of both success and failure
- Stress
- Laziness
- Lack of Discipline
- Lack of skills
- Perfectionism

These are the reasons triggering individuals to procrastinate and definitely yield to negative consequences if not addressed properly.

Other reasons why individuals are lack of idea or knowledge on what really needs to be done, lack of eagerness to do something, not caring if something is done or not, lack of mood or initiative to get things started and many more.

The negative impacts brought by this practice are given so there is no valid reasons to let yourself be trapped within this habit. Good thing is that there are countless ways on how to overcome and beat procrastination.

Individuals just need to exert an effort to adopt these ways and put them into actions.

Aside from learning the basic of procrastination and knowing the reasons why individuals procrastinate, there are still more powerful ways of beating procrastination. Possible and powerful ways include changing your procrastination environment, creating a timeline, getting inspiration, breaking bigger tasks into small and manageable pieces and the list goes on.



# Chapter 2:

## *Create a Timeline*

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### **Synopsis**

Many individuals these days are experiencing procrastination phenomenon. There are many times that these individuals are faced with hectic schedules and fraught with stressing deadlines but despite the urgency of works they still procrastinate or stick to the habit of delaying things or carrying less urgent works and tasks. Creating a timeline is one effective way of combating this habit. The following are the importance of creating a timeline and reaping the benefits of doing so.





## **A Timeline**

Procrastination has been a way of to fight competing priorities, fear of failure, high stress and perfectionist attitude. However, delaying or postponing task up to the last minute possible can attract problems and affect the quality of work. This habit can also engender resentment, guilt and stress and can lead to longer hours of work and missed valuable opportunities. If procrastination starts to sabotage your productivity, think of ways on how to combat this completely.

In common scenarios, individuals are face with deadlines but instead of doing their works, they occupy themselves checking social media accounts and emails, surfing forums and blogs and watching videos.

You must be working but you do not have the feeling and motivation to do anything. These are scenarios when individuals squander away their free time and set aside important tasks that they should be doing until it is too late. In when individuals realize that it is already late, they begin to panic and freak out. They start to wish that they should have started earlier. Procrastination is really a bad habit that stops individuals from getting better results in life.

Creating a timeline is just one of the many positive approaches that helps combat procrastination. If you do not really want this habit rule your life, you need to consider this way. You need to create your schedule of tasks or timeline.

In such way, you are allocating sufficient time to every activity making it more possible for you to meet all your deadlines. When creating your

schedule or timeline, you can use a spreadsheet, diary or to do list. Choose the tool that perfectly works for you.

When there are scheduled deadlines, you are motivated to work harder and assess your situation. You are also able to figure out how long will particular tasks and project will take you. Make your timeline as your boss and as much as possible do not procrastinate or else you will regret it until the end. Another important thing you have to keep in mind that you need to finish something at the end of every scheduled period.

Deadlines can be sources of frustration especially if you stick with the habit of procrastination. This is usually the factor that stops you from getting desired results.

Just always remember that creating a timeline and schedule of tasks are great ways to overcome procrastination and frustration as well. If you keep up with your works, duties and responsibilities and do not procrastinate, you will be able to meet set deadlines and live a happy and productive life.

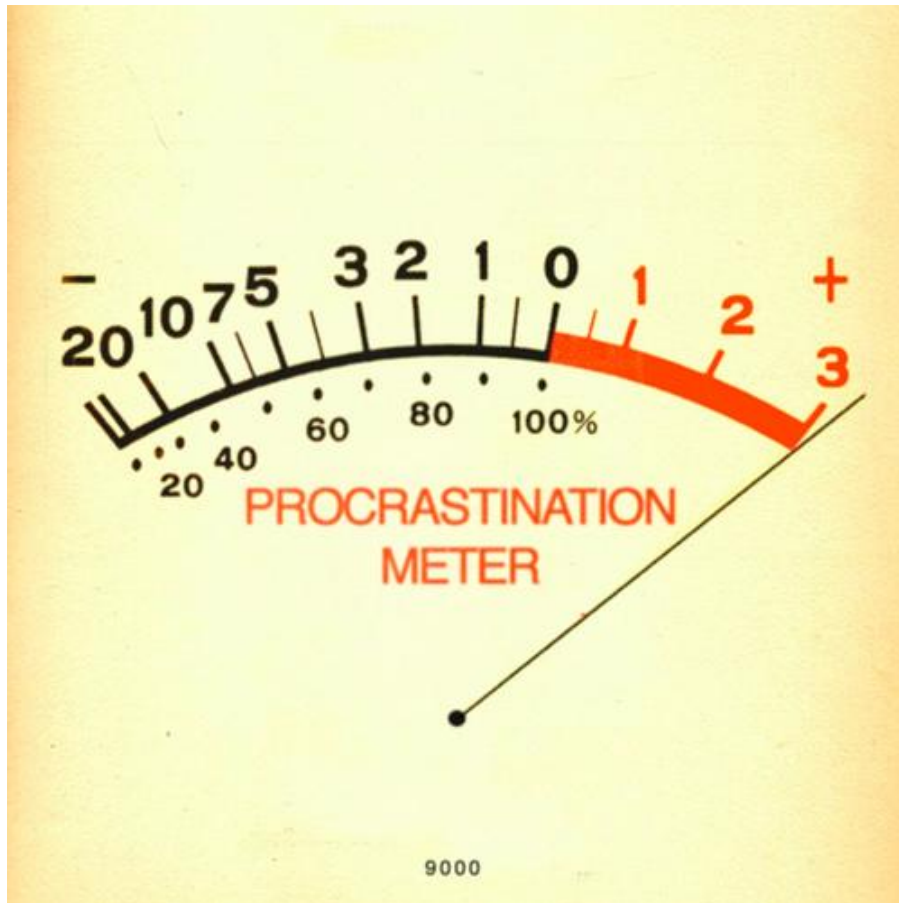
# Chapter 3:

## *Fixing Your Procrastination Environment*

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### Synopsis

Procrastinating is a common practice that many individuals these days manifest in their lives. Instead of making use of their time to complete or finish essential tasks, they tend to procrastinate and use their time on trivial things. Good thing is that there is an excellent way to rectify this habit and this is fixing the procrastination environment. The following are helpful ways on how to fix your procrastination environment.



## **Your Environment**

Your environment can be one of the reasons why you procrastinate so to prevent this habit from taking over your life; you need to fix your procrastination environment using the right approach. Your environment can have a direct impact on your productivity. It is therefore necessary to look around your environment and working space to determine if this inspires you or just makes you lazy. Assess if your surrounding promotes positive or negative feelings and mood.

If in case your environment sets up negative emotions and moods, think of effective ways on how to fix and change your environment and make it more conducive and appropriate to working. There are several ways to do this such as getting rid of clutter and mess on your table or desk, replacing light bulbs with brighter ones and spraying therapeutic and aromatic air until your senses are fully awakened. Other effective ways on fixing your procrastination environment are as follows:

- **Make your environment or space look more attractive and appealing**

You have to keep in mind that the place where you work is also the place where you live so it should be appealing and lively. A dreadful environment will just make you procrastinate. It is therefore necessary to keep an attractive environment for you to become more inspired and motivated to do your work. Adding visual effect to your working environment makes a lot of sense.

- **Add plants**

Plants are brilliant ways of adding life to your lifeless environment or working space. Use oxygen generating or living plants instead of artificial ones. You will find these plants starting to boom with you and be a reflection of you. Make yourself close to nature and have time to enjoy your environment more.

- **Make your environment smell good**

Fresh and clean environment has significant effect on your productivity. It is somehow motivating and engaging to work in an environment that smells good and make you feel good.

- **Play relaxing and soft music**

Some individuals procrastinate because they are trapped within messy or complicated environment. You need to change this environment if you are really serious to put an end to your procrastination habit. Play relaxing and soft music for this will inspire to work harder and complete your tasks as scheduled. You can also experiment on different types of music and determine its possible effect on your productivity and stress level. You can use your headphones if you do not want to distract others.

- **Personalize your space**

Your workspace has impacts on your performance and productivity. If you do not want to procrastinate, change your environment by personalizing your space and make it livable and workable. This is an excellent way to boost your mood and start to accomplish things.

# Chapter 4:

## *Get Inspired*

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### **Synopsis**

Some individuals consider procrastination as the death of the soul however there are those who do not agree with this. One thing that seems to be certain is that whatever views and insights individuals have regarding procrastination, this remain to be a habit that needs to be rectified and completely overcome.



## **Inspiration**

There are countless ways on how to overcome this habit. If you want to stop procrastinating, get inspired and be with people that inspire and motivate you. The following are ways you can do to be inspired and stop procrastination successfully.

- **Hang out with people that inspire and encourage you to take action**

It is quite certain that when you spend time talking with worthy and hardworking people, you will be more inspired to work and act than do nothing. You have to note that other people might influence your behavior. You have to make sure that you will get inspiration only from individuals who bring positive influence in your life.

Determine colleagues, colleagues and people who trigger you to work and become better. Hang out with people who are hard workers and go getters more often. You can also hang out with experts in personal development for these individuals can give you more tips on how to deal with procrastination using the right approaches.

- **Get a Buddy Who Inspires**

Having the best companion makes the process of putting an end to procrastination habit easier. Choose the most ideal body and that person must have bigger goals in life. Both will be accountable for each other's plan and goals though it is not really necessary for both of you to have the same goals. Having dissimilar goals is helpful so that you will get the chance to learn from each other. Talk to your

buddy regularly and find time to discuss about each other's goals and the progress made in achieving set goals. Needless to mention, this move spurs you to take action

- **Seek out individuals who have successfully overcome the habit of procrastination and draw inspiration from them**

There are instances in life that in order to accomplish things and be successful, you need to seek out people who have been in the same situation and find out how they succeed in getting things done. When you have found these people, connect with them. Seeing proofs that goals are achievable might trigger you to take actions and be more productive in life.

If you really have the desire to be more optimistic in life, you need to stick in the company of optimistic individuals. This principle is also true when it comes to eliminating procrastination. Be with individuals who inspire you to work, act and persevere until you reach your goals rather than be with people who will just join you in your procrastination world.



# Chapter 5:

## *Break Up Things into Smaller Steps*

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### Synopsis

The habit or act of procrastination or delaying or putting off thing might be something that needs prior attention. Individuals might be smart but constant procrastination might lead them to be always late and delayed on almost every task or assignment. The following information on how breaking up things into smaller steps can help you stop procrastinating.



## Small Steps

Overcoming procrastination is not an easy task. Procrastinators are perhaps tied up with their legendary ability to delay even those simple tasks that they believe they can do. The worst scenario is that procrastinators find themselves worrying and dragging their feet in the end. In order to become successful and high functioning individual, you need to beat procrastination at all cost. This is highly essential to keep your productivity and your life back on track.

Looking on the entire volume of your tasks may just discourage you and lead you to procrastinate, so to eliminate yourself from procrastination and pressure, you need to break up things into smaller steps so that it would not be so much hard for you to accomplish things as scheduled. Breaking up things into smaller steps is actually not just the only way to eliminate procrastination. Other possible ways are as follows:

- **Creating a timeline or schedule**-create a schedule of tasks that needs to be performed along with respective deadlines.
- **Prioritizing projects**-prioritize projects and tasks in order of great importance. Keep in mind to keep priorities and deadlines in mind.
- **Building extra time**-allocate additional time to complete projects and meet deadlines. Saving everything for the last minute will just invite catastrophe and stress.

- **Setting specific goals**-setting your goals and creating an action plan is an excellent way to beat procrastination.
- **Create an appealing and inviting workplace**-to avoid procrastinating, you need to create an inviting and peaceful environment. Working in tons of files will just inhibit poor productivity.

## **The Significance of Breaking up Things into Smaller Steps**

In order to accomplish things and reach your goals in easy and realistic manner, you need to break projects into manageable pieces. Allocate time in completing daunting tasks. Breaking up things into smaller steps makes the entire task manageable. There are times that individuals procrastinate because they find their works extremely overwhelming. Break these down into smaller steps and you can focus on one step or part at a given time.

If you find yourself procrastinating even more, then try to break down things further. Soon, you will find your task to be simple and you will find the motivation and eagerness to do things now. The best thing you need to do is to concentrate on immediate part or step, get this thing done to the best of your ability without thinking or worrying about the next one. When the immediate part or step is done, you can now move to the next.

Dwelling on difficulty and size of tasks will just overwhelm you and promote procrastination. Any undertaking, regardless of how challenging it could be, can be split up to smaller tasks or steps. You just have to ignore the big picture first and deal with tasks one step at a time.



# Chapter 6:

## *Think Of Positive Words to Get You Motivated*

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### **Synopsis**

Words are powerful and these have the power to motivate, inspire and persuade people. But on the contrary, these can also dissuade, dismiss and discourage. It is therefore highly essential to always think about positive words to get you motivated. With positive words, you can wield power to embark seeds of success. In the process, you also get the chance to reveal who you really are, what you truly believe and how you think.



## **Be Positive**

Regardless of what the purpose may be, the right words should always be chosen and get spoken. If you are faced with tons of responsibilities and things that you need to accomplish, you probably feel of delaying things and putting them up for tomorrow.

This is the habit of procrastination and this stops people from being more productive and directed towards their goals. There are several ways on how to overcome this and get things done and thinking about positive words to get you motivated is one excellent way to beat procrastination.

Think about positive words that trigger you to keep moving on. This does not to be taken in just a snap. You need to deal with your tasks one by one. It really takes lots of small steps before you can completely accomplish things.

Never allow those words that can ruin your day for you will just end up distracted. In such scenario, the level of your focus and productivity will be affected. Think about words that will remind you that you need to do things that needs to be completed this day for tomorrow will be a great day for other routines and tasks.

Remember that thinking about positive words yields to positive thinking and excellent results. If the words you are hearing within your environment affect you negatively or trigger you to procrastinate, better change your environment and choose to be in a place surrounded by people who share their encouraging words or words of wisdom. Thinking about these words

will fuel your desire to overcome bad habits, become a better person and achieve your goals.

Positive words can actually change what you think about and these can influence your mood as well as your decision making. These can also fuel your enthusiasm and makes you believe that you can do or achieve anything as long as you have real determination and you are willing to put an effort in whatever it is that you need to do. If you are also planning to overcome procrastination, you can think about positive words to get you motivated. This helps you to be more energized and motivated to do your work rather than delaying them, rushing and panicking during last minutes.



# Chapter 7:

## *Think About What You Really Want To Accomplish and Share It with Others*

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### **Synopsis**

When you are in the process of discovering what you really want to accomplish, you might encounter a lot of questions and confusions. Some says that in order to think about and determine what you want to, you need to distinguish your wants from your needs. Discovering what you really want requires self discovery. If you are into a habit like procrastination, discovering what you really want to can somehow help you eliminate procrastination. The following are tips on how you can figure out what you really want to and how these things can help you stop procrastination.





## What Is It

There are inevitable instances in life that individuals are faced with lots of things that confuse them and make it hard for them to figure out what they need to do and what they really want in life. These are the types of scenarios that discourage individuals and trigger them to procrastinate. If you are starting to procrastinate because of these reasons, you need to deal with this and overcome this as much as possible.

You need to have a proper mindset and perspective. Take time to figure out what you really want to accomplish and unveil means on how to share these with others. You can consider the following steps in doing so:

- **Discover What You are Really Passionate About**

If a new thing or task is not something that you feel interested or passionate about, then you need to think of ways on how to make them really engaging for you to be motivated on completing them.

- **Get Feedbacks from Friends and Families**

In most cases, individuals who are closest to you know your aspirations, dreams or any important thing that you really want to accomplish. So if you are having a hard time thinking about what you really want to accomplish, you can get feedbacks from closest friends and families for they are the ones who know you better.

Talk to the individuals that you truly trust and ask them to grace you with honest assessment on how they visualize you going in life.

However, you need to prepare yourself because you may not like all the answers that will be given to you. You can also ask friends and families about their opinions and perceptions about your strengths and weaknesses.

- **Do some Visualization or Soul searching**

You can do some soul searching if you have the desire to figure out what you really want to accomplish in life. Think about the fulfilling times as well as the down times for this can help you decide which part or point in your life you wanted to pursue. If you have a clear understanding about what you really need to focus, you become more concentrated and motivated to complete your task. In such way, you are also breaking the habit of procrastination in a way. It is true that individuals who procrastinate more often are those who do not have directions in life or timeline of things that needs to be completed.

There are lots of powerful ways on how you can think about and decide what you really want to accomplish in life but the most important thing is that you need to focus what you want and not with the things that you do not want and be able to share it with others to inspire and help them figure out what they also need to accomplish.

# Chapter 8:

## *Practice Meeting Goals*

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### **Synopsis**

All individuals have their own goals in life. These goals probably include getting in shape, making lots of money, buying a new house or simply overcoming bad habits like procrastination and getting things done efficiently. However, goals remain as goals if you do not put an effort to achieve these goals or take actions.



## **Goals**

You need to practice meeting goals if you really have the desire to achieve sweet success. The following ways can help you practice meeting goals:

### **Ask Yourself**

If you want to accomplish things and set your goals, you need to ask yourself first and determine if your goals are realistic. By doing this, you are able to get a clear visualization on what you really want to achieve in life. Be ready for any changes or challenges that may come along the way.

### **Be Committed**

When you have already set your goals, you can start practice meeting goals by being committed. You need to have great focus and as much as possible, avoid habits like procrastinating because this will just stop you from accomplishing things. Keeping commitments can be an excellent driving force to get things done.

### **Be Patient and Realistic**

You can practice meeting goals and achieve them eventually however; you need to keep in mind that goals cannot be reached overnight. You need to be patient and realistic. If you are trapped within a complicated situation or unpleasant habit such as procrastination, it would be hard for you to get things done because this habit stops you from doing this. You need to stop procrastinating at all cost and get the outcomes that you desire.

There are many ways that can help you practice meeting goals. These ways include creating a timeline of your tasks, making a list of schedules and priorities, being sensitive about your limitation and paying close attention to your time.

# Chapter 9:

## *Reward Yourself*

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### **Synopsis**

Procrastination basically means a deep problem linked to human nature and this has something to do with time. This habit is characterized by the habit of delaying things and believing that it is useless to do things today if they can still do them tomorrow. Most procrastinators dwell on this belief and those who have this kind of mentality are now growing in numbers. You can actually beat this habit and the power lies in your hand. There are several stories revealing the success of so many individuals who have overcome the habit and they reward themselves by doing that.



## **Accomplish Goals and Reward Yourself**

Whenever you accomplish things and reach your goal, you have to reward yourself for your effort of getting things done. Many individuals are caught up working continuously and they forget to relax and reward themselves. If you keep on working on long hours, you might also end up exhausted and wear out and this can trigger procrastination, but if you take even a short time break, you end up more energized and productive.

Every time you accomplish things and come up with small milestones, you need to go ahead and give yourself rewards. You do not really have to choose the most expensive reward. Even simple ones as long as these can make you happy. You may reward yourself with the following:

- **Enjoy a Movie Night**

When you get things successfully done, you can enjoy a movie night with your friends or families. This may not really a big thing but many individuals appreciate this simple thing.

- **Enjoy a Bubble Bath**

After all your effort and hard work, you can reward yourself with a long and nice bubble bath at the end of the day.

- **Buy your Favorite Book and Read**

Due to your business and hectic work schedules, you tend to set aside some of your hobbies and one of these is reading. When you finally

beat procrastination and have successfully get things done, you can now buy your favorite book as a gift for yourself and enjoy reading.

- **Trip to the Salon**

You can also reward yourself for a job well done with a pampering beauty treatment from your favorite beauty salon. When you successfully accomplish things and reach your goals, you need a much-deserved trip to a beauty salon and get the chance to rejuvenate yourself. A manicure or pedicure service or facial can make you look and feel better and these significant little changes can actually serve as your great motivators.

- **Plan a Vacation**

Going out of town or planning a vacation is usually common ways to reward yourself. If your schedule and budget would allow you to, you can give yourself a luxury trip. A promised treat or indulgence at the end of every hectic schedule is a great motivator.

There are lots of things or ideas you can consider to reward yourself. You can buy new clothes; indulge yourself with your favorite music, enjoy a relaxing massage and more. You need to engage in things and activities that are truly rewarding and not those that gives negative impacts or implications. Since you have exerted the needed effort to reach your goals and get things done, you truly deserve a reward.

# Chapter 10:

## *Benefits of Getting Things Done*

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The power to get things done lies in your hand. You only have to eliminate unwanted attitude from your system like poor time management and procrastination and replace them with the positive ones in order for you to achieve your goals. If you are about to accomplish bigger tasks, never be discourage and overwhelm. Break down these bigger tasks into small and manageable ones so that you can have greater focus on every task. You will eventually realize that you have successfully get things done and completed what really needs to be accomplish.

The benefits of getting things done are tremendous and you can only reap these benefits if you stop procrastinating and get things done right away. The following are the benefits of getting things done and accomplishing things as planned and as scheduled.

- **Getting things done give you a relaxed feeling**

Getting things done entails numerous benefits both to your professional and personal life. Collecting your stuff, processing and organizing them and turning them into worthy things and useful information is a great means to feel in control and relaxed at the same time.



- **This gives you freedom of choice**

When you already accomplish things, you are given freedom of choice. You can use your own intuition, determine your priorities and make a choice based on the outcome of your work, commitments and actions that are tracked in your getting things done system.

- **Getting things done help you make and keep commitments**

When you accomplish things successfully you will love not forgetting or delaying things anymore because you have already been in that point where you are ultimately happy and satisfied with the fruits of your hard works. Getting things done gives you the tool and proper mindset to remember and keep commitments.

- **This also promotes advance thinking**

Advance thinking is an excellent way of rethinking things and tasks all over again. When you concentrate on the things you need to do, you will surely accomplish your goal. Getting things done allows you to think about next task or project in advance.

- **Getting things done supports you in following your dreams**

Accomplishing things help you achieve your dreams on a structured manner. When you are working on things and get them done, you are

able to negotiate with yourself and determine what you really need to do for your future.

- **Accomplishing things make you more effective and productive**

Overcoming procrastination and getting things done makes you more organized and persistent with your work or tasks. Another advantage of this is that you also become more productive and effective.

There are actually immense benefits you can do when you adopt positive attitude and get things done to the best of your ability. Accomplishing things can also be an excellent building block to help you become a better person. Getting things done helps create powerful personal productivity.

