

ALL of us have this perennial problem of procrastinating from time to time. It

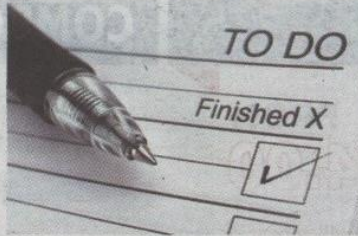
could be simple things to do like clearing our wardrobe, tidying our room, things like writing a book or completing an assignment which require more time and commitment.

In many cases, many of us seem to have this habit of putting off the task until the very last minute. And we always seem to find excuses of why we couldn't do the task, like being stressed out or else we are too busy! Sometimes, these reasons are valid, but more often than not, our attitude towards time is usually the biggest culprit.

Procrastination can have serious consequences not only towards our personal life, but also our career. From a personal perspective, how many times have we procrastinated and not gone to see a doctor over an ailment as we 'think it will go away'. When we finally seek medical treatment, it's only out of absolute necessity and then, sadly, we may find out that we are suffering from something serious. Had it been detected early, we could have been treated without difficulty. The anxiety that usually comes with procrastination will also most certainly have negative health consequences.

Procrastination also has serious consequences on our work and careers. Doing anything last minute means we compromise quality for time, which will certainly not please our superiors as our work becomes sub-standard. At the same time, work peers will not be happy working with someone who always hands in 'last minute' work.

So what can be done to stop this procrastination habit? Here are a few tips:



CREATE A TO-DO LIST EVERY DAY

It might sound basic, but this list is probably one of the best things you can do. List everything that you have to do during the day and delete it as soon as you finish doing it. This not only gives you motivation but also serves to ensure that you have finished all the tasks listed. For long-term tasks, put them in a separate list with deadlines.

DO DIFFICULT TASKS FIRST

Focus on your most difficult or unpleasant tasks as early in the day as possible because you will probably have more mental and physical energy at that time. Once these difficult tasks are finished, you will definitely have this sense of achievement which will make it easier for you to approach the rest of your to-do list. In his book, *Eat That Frog*, Brian Tracy states very clearly that if you do your difficult tasks first, then that in itself will motivate you to complete your other tasks on time.

BREAK DOWN LARGE TASKS INTO SMALLER PARTS

One of the reasons why we procrastinate is because subconsciously, we find the task too overwhelming. Breaking it down into smaller parts will serve, however, to make the work less daunting. For example, if you want to write a book, thinking about it as a whole will always be intimidating. However, if you set a goal of completing one page a day, then it will certainly seem easier and you will have the motivation to actually start.

SET DEADLINES

Most people work best under pressure. Hence, put that 'fear' pressure on yourself by setting deadlines. If there aren't any deadlines, make your own. Set a date or time for all tasks and you

NOW ☒
 LATER ☐

will be surprised at how this can 'pressure' you into completing work on time.

Procrastination is a bad habit that gives us a lot of stress and prevents us from achieving greater success. The sooner we get out of this habit, the better it will be for our personal lives as well as career.



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STOP PROCRASTINATING!