



Tips for overcoming procrastination

Be honest about why you are avoiding the activity. Is it fear, is it that you don't get on with someone, is it because you have to deliver bad news and you're not sure how to go about it?

Commit to doing it at a certain time. Perhaps in the morning, so the task is out of the way.

Prepare! If you need to have absolute quiet, switch off the phones for a couple of hours. Whatever it takes – set yourself up for success

Just do it!

Reward yourself when you are finished – but only when you are finished. Reward yourself by going out for a coffee afterwards or taking a break.

Appreciate the feeling of getting something done that would normally sit in your In Tray for ages.

Consider whether you should actually be doing the job you have. There are some things that we just aren't suited to, or we don't have the expertise for. If the things you avoid fall into this category, consider outsourcing them to an expert.

Delegate. If the task is important, ask yourself if it's really something that you are responsible for doing in the first place. Know your job description and ask if the task is part of your responsibilities. Can the task be given to someone else?

Delete it. What are the consequences of not doing the task at all? Consider the 80/20 rule; maybe it doesn't need to be done in the first place.

The 80/20 Rule

80% of your results come from only 20% of your actions.

Examples:

- only 20% of the population own 89% of the wealth.
- Only 20% of employees are responsible for 80% of a company's output
- Only 20% of customers are responsible for 80% of turnover

Analyze what you are spending your time on. Are you focusing on the 20% of activities that produce 80% of the results?