

Powerful Techniques to Overcome Procrastination

1. Think on paper and prepare thoroughly.
2. Gather all materials or work tools to do the task.
3. Do something to get started.
4. Set and focus on worthwhile goals that you intensely want to achieve.
5. Continually visualize goals as completed.
6. Use the power of positive affirmations.
7. Set a deadline for all important tasks.
8. Refuse to rationalize or make excuses for procrastination.
9. Create a reward system for yourself.
10. Program yourself to take 100% responsibility for getting results on time.
11. Salami-slice the task.
12. Start from the outside and tackle smaller things first.
13. Start from the inside and do larger tasks first
14. Do task that causes you the most anxiety.
15. Start your day with the most unpleasant task first.
16. Think of the negative consequences of not completing tasks.
17. Set aside 15 minutes a day to work on project.
18. Don't worry about perfection, just get started.
19. Pick one area where procrastinating is hurting you and focus on that area.
20. Develop a compulsion to closure.
21. Maintain a fast tempo.



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