



Tips to avoid procrastinating!

- **Small changes** will add up and bring about big changes. Instead of avoiding big tasks, break them into small chunks and do them a bit at a time, as long as they are not overdue
- **Prioritise** - Act on important tasks, avoid the things that do not help you to achieve your goal.
- **Make a list** and tick off as you go...it gives you a sense of achievement.
- **Stick to a routine**..it might be difficult at the start but if you stick with it, it becomes easier, then it will turn into a habit

- **Avoid distractions** - make sure you have a set routine.
- **Productivity** - Do your tasks at the time when you are most productive or when you have the most energy.
- **Time is precious** and should not be wasted - complete tasks and get them out of the way.
- **Tune your mindset** - Remember, you are as weak or as strong as you think. If you believe you are in control - you will be able to beat the urge to put off a task.
- Watch and use advice on the '**5 Second Rule**' by **Mel Robbins**
<https://www.youtube.com/watch?v=nI2VQ-ZsNr0>

