

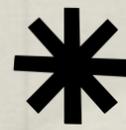
15 Specific Ways to Overcome Procrastination to Become More Efficient



1) Write tasks down on post-it notes or on a piece of paper, no matter how trivial you think the tasks are, then prioritize!

2) Block out time for a specific task or project so you do not get distracted by anything else that comes your way.

3) When you are about to put off something, remember how much better you will feel if you do not procrastinate and work quickly and efficiently to get more done now, rather than wait until later.

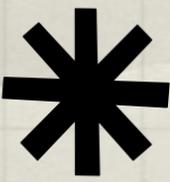


4) Do not leave an area or a workstation until the main tasks that need to be done get done.

5) Organize your physical spaces.

6) Use a physical or electronic planner.

7) Catch yourself in the act and train your brain to stop putting off small tasks.



8) Give yourself a reward every time you finish a task on time.

9) Be surrounded by people who are overachievers or anti-procrastinators!

10) Get rid of distractions.

11) Get a support team or an accountability buddy.



12) Fight the mental and physical fatigue!

13) Write your goals and dreams on a vision board and put that board somewhere prominent and easy for you to see.

14) Stop making the excuse for yourself that you are a procrastinator.

15) Make becoming a non-procrastinator a goal!