

How to fight procrastination and become more productive



MAKE ACCOMPLISHING TASKS A GAME. AS YOU COMPLETE EACH ONE, CONSIDER WINNING THE GAME!

LIST THE TOP 5 TO 10 THINGS YOU NEED TO GET DONE TODAY AND DO NOT GO TO BED UNTIL THEY ARE ALL DONE.

AS YOU FINISH THE MOST IMPORTANT TASKS, CROSS THEM OFF THE LIST. SHOW YOURSELF A VISUAL OF WORK GETTING ACCOMPLISHED.



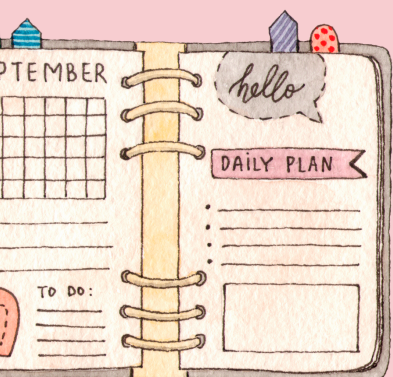
KEEP YOUR WORKSTATION CLEAN AND YOUR EMAIL INBOX DECLUTTERED TO HAVE BETTER FOCUS AND CLARITY.



BE VERY CAREFUL AND AWARE OF HOW YOU ARE SPENDING YOUR TIME.

SOCIALIZING AND SPENDING TIME ON THINGS THAT DO NOT ADD VALUE TO YOUR TO-DO LIST.

USE A PLANNER AND CALENDAR TO KEEP TRACK OF UPCOMING EVENTS AND ACTIVITIES.



CHUNK THE WORK. FOR BIG PROJECTS, BREAK THEM INTO SMALLER PIECES AND SET A DEADLINE TO ACCOMPLISH EACH PIECE.



WORK ON YOUR FOCUS. STAY WITH A TASK UNTIL YOU ARE FINISHED WITH IT.

THINK OF THE TASKS YOU NEED TO GET DONE AS A RACE - YOU NEED TO "RUN" AND FINISH THE RACE TO ACCOMPLISH & SUCCEED.

