

Procrastination Tips

Try the following tips to help avoid procrastination. Remember making a decision will be a major breakthrough and give you direction.



Rewards

The brain responds to rewards. A fun way to motivate yourself is to create a reward that you can give yourself, once the task is completed.



Break it Down

Now that you are raring to go with your music playing and your choice of task - don't ruin your great efforts so far, choose how much of your task you want to complete today. Chunking - will break down the task into easy sections.



The power of music

Choose a song that always gets you motivated or moving about. Play this song when you decide to tackle your task, the brain will identify the song as a trigger.



The Power of one hour

Improve on chunking by choosing to time your output. One hour, can be broken down into 4 fifteen minute chunks. After each fifteen minute chunk, take a five minute breather and see just how much you have achieved. Carry on after 5 mins.



Focus

Having too many tasks to complete can be overwhelming, this is the number 1 reason for procrastination. Therefore, choose ONE important task to concentrate on and complete this by the end of the week.



The Kinder the Better

Remember to be kind to yourself. Choose kind words of encouragement, you are now on the way to tackling your tasks. Self-compassion is your new buzz word.



No time like the Present

Now that you have decided to focus on one task, it is essential you take immediate action - TODAY!!



Well Done You

You are beginning to create the life you want to lead. These steps are easy to follow, and you can use this guide at any time. Give yourself a pat on the back - you've got this, you're amazing

Katheryn xo