

10 Tips to Win Over Procrastination

1. Identify your list of things to do and write them down. Many times we magnify how much we have to do and it shuts us down or overwhelms us. By writing it down you eliminate this in your imagination and take control over your tasks.
2. Prioritize your tasks so you know which has highest potential payoff. Strive to do the highest paid work first. It may be tempting to knock off a two dollar task that seems less intimidating than the thousand dollar one, but keep the payoff potential in mind.
3. Create deadlines for yourself and your tasks. Having a deadline to be accountable to gives you urgency.
4. Break larger projects into smaller parts or action steps. In just a few minutes, you could complete an action step that brings you closer to your goal.
5. Use your mood to your advantage. Contrary to what is said in # 2 about highest payoff, sometimes you are frustrated, tired, angry or in a state not conducive to your best output. This is the time to just continue to work. Even if it is not the highest payoff activity, sustained activity is better than no activity. Too often when we are not feeling like it is when we need to push through and maintain momentum for a better day.
6. Clear off your desk and concentrate only on one task. Design your work area productively. Keep all those items you use or need for projects nearby.
7. Develop the habit of “Do it now!” especially with small tasks before they pile up.
8. Enjoy your time off and allow yourself to stay fresh for your project at hand.
9. Reward yourself along the way. Combined, this refreshes you and continues a motivation cycle to maintain you progress. Delayed gratification for your final results is important, but small and targeted rewards can really help move you down your path. Target your rewards in line with your goals. If your goal is fitness, reward yourself with a new pair of running shoes as you progress.
10. Remember the concept of Incremental Advantage. Add more time to your day for a slight edge. Get up a little earlier or take less of a lunch break and over time you will begin to accomplish more than you thought you could. Not only will you get more done, but you will feel better and more in control of your destiny. Adding 1 hour of productive time a day is 365 hours a year that could be invested in your future. This is the rough equivalent of an extra 2 weeks a year of productivity.

Successfully getting what you want or achieving a goal boils down to the following components: **STACK**- **S**et your course → **T**ake Action → **A**cept results as feedback → **C**orrect course based on feedback → **K**ee on “*Stacking The Logs!*” Action is absolutely essential to this strategy. A blueprint without construction does not produce a house, a roadmap without the travel keeps you separated from your destination and a goal without action stagnates your dreams to what might have been rather than what can be.

Frank F. Lunn is an expert in leadership, marketing and small business entrepreneurship. Learn more mastering change by reading *Carpe Aqualis! “Seize the Wave” – 7 Essential Surfing Skills to Revolutionize Your Business and Personal Life* – visit www.CarpeAqualis.com to find out more.