SSTeMM

Are you putting things off because they're difficult?

Procrastination is a big problem for many of us. Procrastination is avoiding completing a task, no matter how important, until the very last minute. We're all guilty of procrastinating on specific assignments from time to time.

Plan

By taking a few minutes to create a plan of action and prioritizing a to-do list, the complex tasks we have been dreading suddenly seem easier to get through.

Start with your day with the most challenging task first

Often, the only barrier to getting a task done is getting started. By starting your day with the most challenging tasks first, everything else will be easy-peasy. Tip: 'the five minute rule' plan a task for the next five minutes only. A stationary wheel stays stopped and a moving wheel stays moving!

Squash unproductive thoughts

Listen to your inner voice and squash any thoughts that sound like excuses. These aren't reasons to put something off. Still, they can very effectively squash your productivity. To turn them around, learn to doubt your doubts.

Remove distractions

Putting things off usually happens because we've found something else to do (going through your social media). Keep a tidy workspace and keep your smartphone away or at least out of reach!

Take a break and reward yourself

You can set a timer and every hour take ten minutes out. Stretch your legs, move your body, grab a coffee or tea, listen to music or do something else that relaxes you. Reward yourself once the job is done!

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