Techniques to Manage Procrastination

- **SET PRIORITIES**
  - Not: I don't know where to begin, so I can't begin at all.
  - Not: I have to do everything! Nothing less will do.
  - Instead: The most important step is to pick one project and just focus on that one.

- **BREAK THE TASK DOWN INTO LITTLE PIECES**
  - Not: There's so much to do and it's so complicated. I'm overwhelmed by my taxes!
  - Instead: I don't have to do the whole project at once. There are separate small steps I can take one a time to get my taxes ready for the accountant.

- **SET UP SMALL, SPECIFIC GOALS**
  - Not: I have to write the book within six months.
  - Instead: If I write two pages a day, Monday through Friday, I can finish one chapter in a month.
  - Instead: I'll have six chapters in six months.

- **TAKE ONE SMALL STEP AT A TIME**
  - Not: It's too much. I'll never get it all done.
  - Instead: What is the next step on my list? I'll concentrate on that step for right now.

- **REWARD YOURSELF RIGHT AWAY WHEN YOU ACCOMPLISH A SMALL GOAL**
  - Not: I can't take any time out until I've completely finished this.
  - Instead: I spent an hour working. Now I'll call a friend.

- **USE A TIME SCHEDULE**
  - Not: I must devote the whole week to this project.
  - Instead: I can use these times this week to work on my project.
    - Monday 7-8, Tuesday 7-9, Saturday 10-12

- **LEARN HOW TO TELL TIME**
  - Not: Sorting through these papers and reorganizing my file cabinet will be a nap. It won't take more than an hour, so I can do it anytime.
  - Instead: Sorting papers always takes longer than I expect, so I'll get started tonight. I'll spend an hour filing one stack of papers.

- **OPTIMIZE YOUR CHANCES FOR SUCCESS**
  - Not: I'll do my writing this week at home.
  - Instead: I'll write during the week in a library or in my office. (Choose whatever conditions are optimal for you to get work done.)

- **DELEGATE, IF POSSIBLE**
  - Not: I'm the only one in the world who can do this.
  - Instead: I don't have to do it all myself. I can ask someone else to do part of the job and still feel a sense of accomplishment.

- **JUST GET STARTED**
  - Not: I can't write this speech until inspiration hits.
  - Instead: I'll write whatever comes first into my mind and then I can improve it later.

- **LOOK AT WHAT YOU'VE ACCOMPLISHED**
  - Not: I have hardly made a dent in all there is to do.
  - Instead: I'll write whatever comes first into my mind and then I can improve it later.

- **BE REALISTIC!!**
  - Not: I should be able to work full-time, take an evening class, be president of PTA, keep up with current events, spend more time with my family, and exercise an hour a day with no trouble at all.
  - Instead: I have limits. I can take on fewer responsibilities and still like myself.