

Procrastination

REASONS

- 1 Perfectionism**
Being a perfectionist is detrimental as a mix of anti-productive habits and attitudes which limit the definition of success to an unrealistic standard.
- 2 Fear of the Unknown**
Avoiding doing something because we are afraid of what we don't know, or are afraid of possible truths. We may put off taxes when we fear the truth of our finances or put off going to the dentist to avoid finding out why our tooth hurts.
- 3 "I'll do it later."**
This excuse assumes that you'll have the perfect opportunity (a plethora of energy, motivation and time) to accomplish your goal in the future when you may be more tired and have unexpected plans.
- 4 Productive Procrastination**
Doing smaller tasks that are quick and easy to accomplish (emails, light paperwork) while putting off tasks that take longer and more effort.
- 5 Unclear on how to start**
Uncertainty on how or where to begin on a complex task may keep you from starting it.
- 6 Distractions**
Your thoughts wander or you have a tendency to use social media and occupy yourself with other distractions.
- 7 Lack of Motivation**
This can occur from not having been successful in the past, lack of confidence, or even being in the wrong environment.

SOLUTIONS

- 1 Perfectionism**
Work on developing a growth mindset. Try to develop more awareness of how perfectionism can be creating anti-productive habits and attitudes.
- 2 Fear of the Unknown**
Knowledge is power. You can start to increase your understand by asking some of these questions: What am I afraid of? What is the worst possible consequence that could happen? There are more question at the linked article.
- 3 "I'll do it later."**
Try taking a short break to regather your focus and take care of the task now. If this is not possible look at your schedule and try to set a realistic time to complete the task.
- 4 Productive Procrastination**
Acknowledge that you are avoiding something. Spend 10-15 minutes breaking down the activity into smaller tasks to be completed, take breaks throughout.
- 5 Unclear on how to start**
 1. Write down the specific tasks that have your attention.
 2. Decide which actions can be taken care of right away, do them.
 3. Organize the rest of the task.
 4. Constantly review your breakdown of tasks.
 5. Do each task, one by one, until they are all finished.
- 6 Distractions**
Block certain websites, delete games off your phone, set time limits on apps, put your phone on airplane mode, wear noise cancelling headphones, etc.
- 7 Lack of Motivation**
Remember what you can control and what value you get from this task or project.