

Six ways to overcome procrastination and take control of your time

According to a recent Wrike survey, 20.8% of workers see procrastination as their biggest productivity challenge. The reasons we procrastinate vary but generally break down to disorganization, dislike of the work or project at hand, or intimidation over the scope of a large project. While we can't make unpleasant tasks more pleasant, we can get organized and overcome procrastination. Here are some tips to help you stay on task.

1. **Focus on starting the project, not on finishing it.** Visualizing the completed project can be overwhelming. If a project feels overwhelming, you're likely to ignore it. Instead, begin by breaking the project into pieces by putting only the next step you need to take on your "to-do list". This will allow you to focus on just what needs to be done today instead of worrying about what needs to be done overall, and will help make even the most overwhelming project simple to tackle.
2. **Start anywhere.** If the project doesn't require a strict workflow, try a non-traditional approach. You can do the steps that interest you most, or the easiest step, first. Making forward progress will help motivate you to tackle the harder, less desirable steps. With a few steps completed, you'll pick up momentum and start to get excited about the final outcome.
3. **Schedule project-specific time with yourself.** Chronic procrastinators are particularly over-optimistic about their ability to work well under tight deadlines, often forgetting to take other obligations into account.



Instead of letting a project go until the last minute and rushing through the work all at once, schedule time on your calendar throughout your normal week to dedicate to the project.

4. **Try the Pomodoro technique to focus:** Set a timer for 25 minutes and commit to working without distractions during that time period. Afterwards, set the same timer for 5 minutes and take a guilt-free break. Repeat this cycle until your scheduled project time is finished. Doing this yields an impressive 50 minutes of productive, focused work per hour!
5. **Get an accountability partner.** Not all peer pressure is bad, so use it to your advantage. Partner with a coworker or colleague to provide accountability for key projects by checking in with one another at designated times. Having someone, other than yourself, to hold you accountable will help you stay focused.
6. **Create accountability with a coach.** If chronic procrastination is hurting your career, consider working with a PAS coach specializing in productivity and time management for support in creating and sustaining new habits.
7. **Reward yourself.** Positive reinforcement works, even when you know you're bribing yourself. Take yourself out to lunch, have a piece of chocolate, or take a walk outside the office before picking up the next task.

Building new habits takes time. Choose one or two strategies from this list that resonate most with you and work on using them daily until they become part of your routine.

Consider working with an organization and time management coach through PAS to help you develop strategies that enhance your productivity and time management skills.



Procrastination is like a credit card: it's a lot of fun until you get the bill.

~Christopher Parker

If you don't know where you are going, you'll end up someplace else.

~Yogi Berra



Simplicity is the ultimate sophistication.
~Leonardo DaVinci



Featured Service: Organizing and Productivity Coaching

Would your work or home life be more balanced if you could *just get organized*? PAS Productivity and Organizing Coaches can help you work smarter, simplify and create order:

- ✎ Time management
- ✎ Prioritizing + goal setting
- ✎ Task + to do systems
- ✎ Calendar setup + management
- ✎ Email Processing and organization
- ✎ Household management
- ✎ Organizing your work space
- ✎ Organizing digital files
- ✎ Improving use of home living space
- ✎ Organizing home storage space
- ✎ Space planning



A Service of Your EAP
(800) 356-0845

About your EAP

The Employee Assistance Program (EAP) is a benefit set up by your employer to assist you in dealing with personal concerns that may affect your work or home life. Use of the EAP is confidential and free to you and your immediate family members. Visit our website for more information at www.paseap.com

