

...Helping You

**Realize Your
FULL Potential**



LACE for Life
Coaching & Consulting

Leadership. Accountability. Character. Excellence
Leadership. Accountability. Character. Excellence

Part 7: Start Putting First Things First

Why do today what you can put off until tomorrow? Wait a minute, that's not how the saying goes. **Are you a procrastinator?** There can be some significant consequences when you procrastinate. Fortunately, I've got some helpful strategies you can use to overcome procrastination.

Why do people procrastinate?

Procrastination is very common especially in those who are perfectionists in some area of life. If a perfectionist is working on a task, they may believe that the task won't be finished to their unrealistic standards. So, they put it off.

For another segment of people, the task at hand may actually seem too overwhelming. If there's a really big job that just seems like it's too much to handle, some people will put it off until later or find other things to do to keep them busy.

So, what are the consequences of procrastination?

It's no surprise that there are significant consequences when people procrastinate. A student who procrastinates rather than working on a big project or studying for a final exam may have serious difficulty passing their classes.

At work, procrastination may mean that you're unable to meet deadlines, which could result in career challenges or even possible termination. Procrastination and the stress associated with it can lead to serious medical issues. The worst part is that you might ignore certain symptoms and put off going to the doctor, then your health suffers. For procrastinators, even small issues have a way of becoming bigger ones the more they try to avoid them.

Try these strategies for overcoming procrastination:

1. **Stop living in denial.** If you're a procrastinator, it's necessary to accept it. Otherwise, you're unable to address the issue and work on overcoming it.
2. **Think about what your procrastination is costing you.** Are you struggling in school? Is your procrastination putting your job at risk? Do you have a million things to do around the house that never get done? ***If you stop and think about the consequences of procrastination, it may give you the motivation to work on ways to fix it.***
3. **Make a list and prioritize.** Make a list of tasks that you want to complete and put them in order of importance. Sometimes we put things off simply because we don't want to deal with them or because we have no plan for accomplishing them.
 - Go through your list and check each one off as you complete it. Don't attempt to "multi-task". Focus on doing just one task at a time, and when you're done with one you can move on to the next.
 - Include something fun on your to-do list. Just ensure that you prioritize and put the more important things ahead of the fun one. Set time limits for your list.
4. **Break things down into their component parts.** Many tasks seem overwhelming because they are big, daunting tasks. ***Break your to-do list into bite-sized chunks, then each step will seem less intimidating.***
5. **Eliminate distractions.** You may be in the middle of a project when the phone rings. Someone may interrupt your workflow to ask a question. You may feel compelled to check e-mail or answer a text message that just came in. Redirect, delegate, postpone, or eliminate them. (The phone and email, not the people!!)
 - If you can put all other things aside until you cross a few items off of your list, this will help tremendously in your effort to beat procrastination.

These tips can be very helpful, as long as you're willing to try them. Make a to-do list, put things in order of priority, and schedule a little "me time" by putting some fun things on your list as a reward. Get started now!