

How to Put Off Procrastination!

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Even if you did not set the proverbial “New Year’s resolutions,” the first month of the year holds promise for “fresh starts” and better choices. Research shows that by mid-February these are forgotten or the hard work it takes to carry out your resolves gives way to the life-sapping habit called procrastination. Some quick tips for avoiding procrastination:

- Use the timer on your PDA or even a kitchen timer. Do the unpleasant task for x number of minutes and then stop. It will be hard to stop when you are feeling success.
- Reward yourself. Find a pleasant compensation for your discipline. Read your favorite website or publication cover to cover...guilt free! You earned it.
- Do the “worst first” or the “easiest first” activity when facing the unwanted task you’ve been procrastinating. Just do something to get yourself kick-started.
- Cut yourself some slack. “Falling off the wagon” is natural. Get back on. Start again. Put the activity on your Outlook or planner. Hold yourself to it this time.
- Celebrate. Never let an accomplishment go uncelebrated. Sometimes it will be the only motivation for keeping your eye on the goal and doing the unpleasant task at hand anyway. Celebrate accomplishments with employees.

Pam Vaccaro, CSP is a professional speaker whose expertise in managing time and attention brings her before audiences internationally. She is a Certified Speaking Professional, the highest earned designation by the National Speakers Association. Her company Designs on Time challenges companies and associations to rethink traditional time management. She is most known for tailored programs and innovative ideas.

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