THE Rediscovery OF ME
Now that we understand the potential causes of our procrastination habits, let’s take a quick look at some possible solutions and cures.

<table>
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<tr>
<th>Possible Cause of Procrastination</th>
<th>Quick Solutions to Overcome the Issue</th>
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| **Why 1: “I’ll do it later.”**     | • Allocate a specific time for completing the task in your schedule and stick to it.  
• If the task is big – break it down into a series of smaller tasks.  
• If the task can be accomplished in under 2 minutes, and it is feasible to do so, do it there and then. |
| Our views of time are often warped. We are innately driven to believe that we will have more time in the future and we put things off. | |
| **Why 2: Fear**                   | • Take the first step, get the task out of your head and write it down and add it to your to do list.  
• Organize all the resources and paperwork associated with the task into one place. Take control. Own it.  
• If you need support call on a loved one or co-worker to identify a plan of action by discussing the task. Be brave enough to admit that you need help. The adage – a problem shared, is a problem halved – is true.  
• If necessary, break the task down into smaller parts.  
• Schedule the task. If possible, immediately complete one small action to get the task underway. This will give you a sense of achievement and self-belief.  
• Stick to the schedule. Reward yourself when you have completed it. |
| Many people are simply afraid of completing the task. Some people bury their head in the sand. People are afraid of the unknown and shy away from facing things down. | |
| **Why 3: Procrastination and Perfectionism** | • Set yourself a deadline that is non-negotiable. You must stick to this.  
• Allocate time into your schedule for completing this task. Break it down into smaller parts.  
• The first stage must be completed immediately or very soon to get the task underway.  
• Be unrelenting in sticking to your schedule and focus on getting the task completed. You can refine it later if you need to. Factor in some time for this. |
| Perfectionists are virtually always procrastinators. In their view, it is better not to do something than run the risk of doing it badly, making a mistake, missing something or looking like a fool. | |
### Why 4: “Busyness”
Some people love to tackle the vanity jobs that they can get done quickly and move off their list. These people do not address the big jobs that need doing as they fool themselves into thinking that they don’t have time.

- Review your to do list and rank jobs in terms of importance. (See [LINK TO TIME MGT ARTICLE HERE](#))
- Be honest with yourself. What jobs really need doing? Review your to do list and check that they are all on there.
- Select which tasks are going to be completed each day. Limit yourself to what is realistic. It is better to complete 2 important jobs than 20 time-filler ‘busy’ jobs.
- Allocate time to each task on your schedule to each of the big jobs, breaking them down into smaller tasks if necessary.
- Stick to your schedule.

### Why 5: Motivation Lack
Some tasks are hard, and we struggle to find that will within us to complete them. It’s easier to work on something more accessible and more interesting.

- Face the truth: we all must do things in life that we don’t want to.
- Accept it and move on to getting the jobs done. Don’t waste time. Your goal should be to get the task done as soon as possible.
- If necessary, decide on a reward for when you have completed the task.
- Grit your teeth and start. Add it to your schedule it an allotted time or do it now.

### Why 6: Not knowing where to start
The job at hand just seems so huge that there is no clear route into the problem. The job just feels too big. The job is scary.

- As with fear, take the first step and write the job down.
- Draw a Task Line and add the steps that you need to complete your goal. Again, decide on a reward if needed.
- Allocate steps to your schedule and attach a realistic amount of time to each one.
- Mark off each step on your task line as you complete it.

### Why 7: Distraction Blindness
Everywhere we look we are blinded by opportunities to take us off task – social media, emails, pop-ups, phone calls. It is easy to blame others for these distractions.

- Be honest with yourself and work out what your distractions are. Write them down. If you struggle with this, ask a loved one or co-worker for their observations.
- Find an actionable solution to each distraction:
  - e.g. work with your mobile phone in another room
  - e.g. turn off the Wi-Fi and only check emails during a scheduled time slot.
  - e.g. set yourself realistic breaks where you can recharge your battery.
  - e.g. Set your homepage to something that does not distract you immediately when logging on. Avoid clickbait.
  - e.g. schedule time for your guilty pleasures, but you must stick to the allotted time.
### Why 8: Weak Decision-Making Skills

Some people find decision making particularly stressful and fear getting it wrong.

- This is about silencing inner doubt. As adults we must make decisions based on what we think is right and we are comfortable with. Accept this and be willing to be accountable.
- Set yourself a time limit for when you need have made your decision by.
- At times it may be appropriate to do some research before deciding on your chosen course of action. This may include:
  - Doing some on-line research
  - Asking a colleague or loved one if they know anything about the topic.
  - Consulting with people on what they would like to do.
- Take 5 minutes and draw up a list of pro’s and con’s to enable you to make an informed decision.
- Make your decision within the given timeframe.
- Accept that you are human and that, at times, you are going to get things wrong. This is good because this is when we learn. Do not give in to your fear. It is better to do something, get it wrong and learn, than to miss out on things.