

Becoming a Person of Action:

3 Ways to Overcome Procrastination

"You can't build a reputation on what you are going to do."
- Henry Ford

Action always beats intention.
Peak performance and procrastination are incompatible.



PROCRASTINATION AFFECTS US IN 2 PRIMARY WAYS

1. It sabotages our success.
2. It diminishes our self-confidence.

DEFINITION OF PROCRASTINATION

Postponing something that you know in your heart you should be doing now instead of later.

REASONS FOR PROCRASTINATION

1. WE DON'T FEEL LIKE DOING A TASK AT THE MOMENT.

SOLUTION:

Get started despite your feelings. **Motion creates emotion.** Act your way into feeling.
Don't wait for the spirit to move you - you move the spirit.

2. THE TASK IS TOO OVERWHELMING OR COMPLEX

SOLUTION:

A project is simply a series of tasks. Break down your large projects into a number of smaller, simpler tasks.
Get started on the first one.

3. WE THINK WE WORK BEST UNDER PRESSURE

SOLUTION:

Waiting to the last minute brings unnecessary stress and often results in less than quality work.
Leave yourself margin by setting self-imposed deadlines before the actual deadline.

Begin to think of yourself as a woman or man of action.

*"When you do the things you need to do when you need to do them,
the day will come when you can do the things you want to do when you want to do them."*
- Zig Ziglar