

Getting Work Done . . .

...NOW!

PUTTING PROCRASTINATION ON HOLD

From time to time, everyone has the desire to put things off. But chronic procrastination can become a problem. If you find yourself postponing important tasks too often, follow these steps to get back into an active mode:

1. List the tasks you've been postponing.
2. After each task, list your reasons for postponing it.
3. Thinking about the task with the highest priority, are the reasons you've delayed working on it legitimate and serious? Can you approach the obstacle differently so that the task still gets done? For example, if you're constantly distracted by phone calls, can you activate your voice-mail or have someone take messages? Be honest. If working on the top priority is still hopeless today, address the next priority in a similar way.

READY, SET, GO!

Now that you've gotten started, here are some other guidelines to keep you on top of things from now on:

- Make a personal commitment to complete your tasks on time. Give yourself a pep talk. Appreciate yourself for the job you've done so far.
- Examine your reasons for procrastinating. Target potential reasons for procrastinating and plan how you'll deal with them if they do occur.
- Visualize completing each task.



Imagine the sense of accomplishment you'll feel and how it will help you complete other related tasks.

- Break long-term tasks into readily achievable short-term ones, each with a realistic deadline.
- Make a priority list each day of no more than 10 tasks and follow it throughout the day. You would naturally address urgent or important tasks first.
- Analyze your work habits. Is a specific technique, method or habitual procedure interfering with your ability to complete tasks quickly and efficiently? Look for ways to eliminate unnecessary work habits.

- Try to keep a happy, calm attitude. As Abraham Lincoln said, "You're about as happy as you make up your mind to be." Stay away from potential conflicts if you're in a bad mood.
- Delegate as much as possible.
- Screen your calls, if possible.
- Avoid unnecessary meetings.
- Reward yourself when you meet a deadline: take a short break after a minor deadline or treat yourself to a special meal after a major one.

Every problem has a solution. When faced with the temptation to procrastinate, your imagination is your best means of getting work done—now!

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