



OVERCOMING PROCRASTINATION

At the centre of procrastination is often a desire to want to avoid any form of anticipated discomfort. This may be avoidance of fear, anger, resentment, boredom, anxiety or exhaustion. Learning how to sit through discomfort, as well as putting some simple strategies in place to avoid high levels of discomfort in relation to a task can help us overcome our desire to procrastinate a task.

Read on below for some simple tips to start working on and overcoming procrastination.

01

WORST FIRST

Start with the hardest task first. Once you've overcome that task, all other tasks will feel easy in comparison.

02

USE THE MOMENTUM

Opposite to the above, it can also be helpful starting with a more enjoyable task. When the brain detects positive emotions associated with a task it is more likely to maintain motivation and momentum for several tasks following this.

03

GIVE ME 5 (MINUTES)

Set a timer on your phone or watch for 5 minutes. Then allow yourself to only spend those 5 minutes on the task. Breaking it down into shorter intervals often feels more achievable for the brain, and by the time the 5 minutes

are up you have probably built up momentum to keep the work going for longer. And if not that's okay too! In that case you are still 5 minutes closer to completing the task than you were before.

04

SET TIME LIMITS

Similar to the example above you can benefit from setting other time limits on tasks (e.g. spending 30 minutes on your assignment). Having a set amount of time planned for a task often feels more achievable and less overwhelming.

05

PICK YOUR TIMING

Work out what time of the day you are at your most productive and energised. Plan any challenging tasks for this time when you are at your best.

06

PICK YOUR PLACE

Pay attention to what type of environment you are at your most focused and least distracted (maybe this is your office, at the dining room table or at a coffee shop). Then use these settings when trying to complete tricky or boring tasks.

07

REMINDERS

Use visual reminders and lists to keep yourself on track. This can be a written list, a coloured post it note or the reminder app on your phone.

08

PRACTICE MINDFULNESS

Before starting a tricky task, take a few minutes to practice mindfulness to get your brain in an optimal state of focus. There are plenty of 1-2 minute exercises and audio apps you can use to get you started in this area.

09

REWARD YOURSELF

Plan small rewards for yourself when something has been achieved or as a well earned break to keep yourself motivated and to increase your sense of enjoyment with the tasks.

