

Procrastination

“Procrastination is the grave in which opportunity is buried.” Author unknown

Procrastinate: postpone doing something, especially as a regular practice. (Encarta Dictionary)

Recognize the difference between an appropriate decision to delay, and an irrational postponement without justification. Understand the cause for your procrastination, then develop strategies. Here are some ideas:

Unpleasant tasks

Often these don't turn out to be as bad as you expected. Complete these first. Schedule them for early in the day.

Indecision

People delay because they can't make up their minds. Determine the criteria for making a decision and set a timeline. Share your deadline with someone else and post your timeline in an obvious place.

Perfectionism

People delay because they want to get the project perfect. Maintain your high standards, but recognize that sometimes 80% for you may well be 100% for someone else. Don't spend hours conducting a detailed cost breakdown when a rough estimate would suffice. Set a deadline and stick to it!

Complex Projects

Something big looms ahead of you—preparing the annual budget. The job is too big or will take too long to do now, so you put it off. Break large jobs into smaller, more manageable tasks. Plan and complete a start-up task, no matter how small.

Fear of failure (lack of self confidence)

People don't want to face the consequences of failure, so they delay. (Some people suffer from fear of success too!) Develop a clear mental picture of the completed task and how you will feel at that time. Maintain a focus on the end result, not just the process. Remind yourself how good you'll feel when you're finished.

Lack of interest

Maybe you're tired or just not very interested in the task. Schedule the task for when you will be at your peak. Reward yourself for accomplishments. Go out for lunch when major projects are completed. If you don't earn the reward, don't take it.

Procrastination stems from habit. New habits will be needed, and these take time and commitment to develop.

(Adapted from getmoredone.com)



Idea of the Month

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