



Let us help you get your *dhucks* in a row...

Tips & Tricks

October 2008

Welcome to *Dhucks' Tips & Tricks*

Stop Procrastinating

Easier said than done you say. Certainly, but isn't it worth trying? You may be procrastinating because you don't know where to start; you're scared of failing or even just trying; you may be worried that it won't be perfect; or maybe you just feel overwhelmed with all that you have to do. All are valid feelings, but here are some ways that may help you move through your procrastination and accomplish what you really want.

- **Use Lists:** As you may have noticed, I wrote *use* lists not just *make* lists. Make it short (no more than 3 to 5 items). Put a couple of maintenance or every day items on it along with one 'to do' that will move you forward on that bigger, more important project. Check it off, cross it out, or move it into the accomplished column.
- **Get Clear:** Clarify why that item or project is on your list. Is it important to you? Why do you even want it on your list? What is its priority?
- **Change Your Language:** Use *could* in place of *should*. *Want to* is more empowering than *have to*. If you say you *choose to* do something instead of you *must*, you are more likely to do it. When you say you *will*, that is more affirming than *try, wish, or like to*. And instead of saying you'll do it *someday*, give an actual day or time that you want to accomplish it by. That makes your dream into a goal.
- **Next Step:** This is an ongoing solution, because it works. Identify the smallest, most doable step you can do in the next hour, day or week. Then take it; act on it; do it.
- **Identify your procrastination style:** A wonderful and amazingly helpful book for me is *It's About Time! The 6 Styles of Procrastination and How to Overcome Them* by Dr. Linda Sapadin with Jack Maquire. Dr. Sapadin also has an online procrastination style quiz at www.drsapadin.com/quiz/quiz_time.php.

So whether you use one of the above tips to help you through procrastination or another strategy that works for you, have fun and enjoy life!

Shawndra

Procrastination is the grave in which opportunity is buried.
~Author Unknown



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