

# Practical Strategies for Procrastination



## Eat the frog

Knock out your most challenging tasks first. Getting the tasks you dread over and done with first will leave you feeling accomplished and more relieved the rest of the day. All the other tasks won't feel as hard,

This works particularly well for small tasks (e.g. phoning someone you don't want to speak to).



## Just 5 minutes

Take the pressure off and give yourself permission to work on things for just 5 minutes.

Sometimes getting started on things is the biggest barrier. Once you get into flow of things, you may feel like continuing on with things and extending your working time to a longer duration.

## 2 minute rule

If it takes less than 2 minutes to do something, then do it straight away.

Don't let small tasks build up. If something only takes 2 minutes, know that the feeling of accomplishment and relief will come quickly.



## Break tasks down

It's important to break big tasks into small, bite sized pieces. Smaller tasks are easier to get started on and take less time to complete. You will achieve a sense of accomplishment more quickly and feel more motivated to get the remaining things done.

## Keep a done list

Keep a list of tasks you have managed to get done - both big and small things.

Keeping a done list will remind you of all the things you have managed to get done and build up your confidence. Celebrating small wins can help you cultivate greater motivation to working through other tasks and goals.



## Take 10

When feeling the urge to procrastinate, write down distractions for later and set a timer for 10 minutes. Challenge yourself to keep going until the timer rings.



### 3 deep breaths



The practice of three slow, deep breaths in and out can bring calm and clarity in times when you are feeling overwhelmed, tense and conflicted.

Try to gently encourage yourself and remind yourself that you can do this.

### Remember you are human



Procrastinating, having lazy days and feeling not good enough are all parts of being human.

Relate with yourself as you would with a good friend. Try and not linger on the past. Give yourself permission to reset. Be more present and take small positive actions.



### Treat yourself

It is important to reward yourself when you complete tasks - big and small.

It is good to have a couple of different rewards set up before starting on your task. This can involve you giving yourself praise and a little pep talk, to scheduling an activity you enjoy, a fun outing with family and friends, something creative, a day of rest etc.



### Set a time limit

Setting a time limit no longer than 25 minute to work on tasks will help you power through distractions and get things done with more intensity and focus.

Telling yourself that you need to work for the next few hours with no scheduled break can make you feel overwhelmed by the amount of work that needs to be done, make the task seem more daunting and bring on more procrastination.



### Make your goal public

Tell someone who is generally encouraging the goal you want to achieve.

Get them to check up on you from time to time. This can make you feel more accountable and help you to power through distractions and get things done.



### Make healthy choices

Make sure your life is balanced. Take time to relax, spend time with friends and family, eat well, and get enough sleep. This will help you feel more positive, energised, and motivated to complete the tasks ahead.



## Visualise

Visualise the steps that you need to take.

Having a clear picture of how you will get started can help you take the first step.

## Use apps

Use apps and programs that can help reduce distractions and boost productivity.

## Using Momentum

Start off by doing a task you like, which can help you feel more positive, motivated, and energised. Use the momentum to quickly switch to a task that you have been putting off.



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