

Are you a Professional Procrastinator?

In a **pickle**



Come on hands up, I am sure we are all guilty of it sometimes. Putting off those big tasks that you just can't face as all the while they get more and more urgent!

So how do you get back on track when those little time-wasting habits get in your way?

- If a task seems too big to deal with then break it up into more manageable chunks. You should then find it easier to get motivated. Set about tackling these smaller tasks one at a time and before you know it, you're done
- Start the day with the task that you procrastinate most on. Do this, get it out of the way and the rest of your day should seem a breeze
- Try committing just 15 minutes to the task at hand. Set a timer and get cracking. Don't allow yourself to be distracted as this time is just about you and the task at hand for those 15 minutes! It may not sound long but once that timer sounds you will no doubt be surprised at what you have been able to achieve
- Use maths! Try the $(10+2)*5$ method. It's not as complicated as it first looks! Basically you spend ten minutes on a task followed by a two minute break, you then repeat this cycle another four times and before you know it you'll have achieved an hour of dedicated work. Hopefully by now, you'll be closer to breaking your procrastination habit

There is of course another option (as always I've saved the best 'til last) - Do what you do best and outsource the rest!

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