

**How to
Kick Procrastination
to the Curb...**

**Live the Life
You Have Imagined**

by Renee Jones

Easy Ways to Kick Procrastination

Time and tide wait for none. If you find yourself procrastinating, remember that you won't get back the time you have wasted. Procrastination is common in many of us. We constantly find ourselves putting off things to do. We let things pile up and when it gets a bit too much to handle we just let it be.

If you want to beat this habit of procrastination, read on.

Change your state of mind

When you are sitting idle for a long time it is easy for you to get into the habit of procrastination. Getting stuck to the TV all day or being a slave to your laptop will only make matters worse. I have always seen that taking regular breaks helps me get into a more positive frame of mind.

Get up, walk around, do some stretches till the monotony is gone. Then you will have a fresher perspective. This will help you deal with problems and situations in a timelier manner rather than putting it off for another time.

Motivate Yourself

When we lack motivation it is easier to leave things undone. Set yourself rewards on successful completion of tasks to help motivate yourself to do it. Small rewards and treats are a great way to break the evil habit of procrastination.

Let's say you need to go to the supermarket to get grocery. Motivate yourself with the reward of buying your favorite ice cream along with it. A delicious and healthy meal can be the reward for cooking dinner on time.

Follow a Sleeping Routine

Make yourself a routine and follow it. Having regular bedtimes helps make you better rested and more alert. Having a healthy sleep pattern will get rid of lethargy. This will make you recharged and full of energy. You will be better able to get work done on time when you are alert.

Switch off your Smartphone and TV at least an hour before bedtime. This way you won't face the multitude of distractions that can keep you up for hours. This is turn is going to make you feel lazy in the morning and so on.

De-clutter Often

The more you let things pile up the less likely you are to tackle it soon. Once you let the clutter build up it becomes an elephantine task to clean it up. It is better to spend fifteen minutes each day sorting through your mails, laundry, and household chores.

Once this becomes a daily habit, you will be less likely to let the tasks pile up. A smaller task is always easier to tackle than one that has been allowed to accumulate. Also the longer you procrastinate the less you will feel like actually doing the task.

Take Charge and Just Do It

Stop making excuses and do the task at hand. List out the things that need to be done and finish them one by one. Prioritize your work and go about completing them systematically. The satisfaction of getting a job done is a feeling hard to duplicate.

When you procrastinate and let the tasks build up you are more likely to feel out of your depths. Clutter – physical and emotional – has a way of weighing you down. The more you procrastinate the more it becomes a nasty habit. So break this habit today and avoid the unnecessary stress that it causes. Whether it is you or someone you know, following the above simple steps is sure to help a great deal.

Now let's put all of this good stuff into **ACTION!** Take some time to complete the worksheet on the next page and start enjoying your best life ever.



— Kick Procrastination to the Curb! —

WHAT ARE YOU PROCRASTINATING ABOUT?

WHAT ARE YOUR DISTRACTIONS?

NAME AT LEAST 3 THINGS THAT WILL MOTIVATE YOU TO ACCOMPLISH YOUR TASK. DO IT!

- 1.

- 2.

- 3.

If you have any questions that you think I can help you with, I would love to hear from you. Head over to my website at <http://www.iamreneejones.com> and click on the Ask Renee link and send me your question about anything on your mind and I'll make sure I get back with you.

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