

# Avoiding procrastination

## Is your procrastination related to a project or is it a habit?

### To remedy procrastination:

1. Begin with one, modest project
2. Answer these basic questions
3. Keep the answers before you as you mark your progress

### What do you want to do?

- **What is the final objective, the end result?**  
It may be obvious, or not
- **What are the major steps to get there?**  
Don't get too detailed: think big
- **What have you done so far?**  
Acknowledge that you are already part of the way, even if it is through thinking!  
The longest journey begins with a first step.

### Why do you want to do this?

- **What is your biggest motivation?**  
Do not concern yourself if your motivation is negative!  
This is honest and a good beginning. However, if your motivation is negative, rephrase and re-work it until it is phrased positively
- **What other positive results will flow from achieving your goal?**  
Identifying these will help you uncover benefits that you may be avoiding: Dare to dream!

### List out what stands in your way

- **What is in your power to change?**
- **What resources outside yourself do you need?**  
Resources are not all physical (i.e. tools and money), and include time, people/professionals/elders, even attitude
- **What will happen if you don't progress?**  
It won't hurt to scare yourself a little...

### Create a simple "To Do" list

This simple program will help you identify a few tasks, the reason for doing them, a timeline for getting them done, and then printing this simple list and posting it for reminders.

### Develop your plan, list

- **Major, realistic steps**  
A project is easier when it is built in stages;  
Start small;  
Add detail and complexity as you achieve and grow
- **How much time each will take**  
A schedule helps you keep a progress chart  
and reinforce that there are way-stations on your path
- **What time of day, week, etc. you dedicate yourself to work. This helps you**  
develop a new habit of working,  
build a good work environment, and  
distance distractions (It is much easier to enjoy your project when distractions are set aside.)
- **Rewards you will have at each station**  
and also what you will deny yourself until you arrive at each station
- **Build in time for review**  
Find a trusted friend, elder, or expert to help you  
motivate yourself or monitor progress

**Admit to:**

- **False starts and mistakes as learning experiences**  
They can be more important than successes,  
and give meaning to "experience"
- **Distractions and escapes**  
Do not deny they exist, but deny their temptation
- **Emotion**  
Admit to frustration when things don't seem to be going right  
Admit that you have had a problem, but also that you are doing something about it
- **Fantasy**  
See yourself succeeding

**Finally, if procrastination is a habit of yours:**

*Focus on the immediate task and project, and build up from there.*

*Each journey begins with one step.*