

# Managing Procrastination

## Why we do it

- Feeling inadequate about our skills
- Setting unrealistically high standards
- Avoiding discomfort
- Fearing success & accompanying expectations
- Worrying instead of taking action
- Having too many demands on our time
- Not seeing our efforts produce desired results



## How to cope

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- Write down realistic goals
  - Rank goals in order of priority
  - Break down big tasks into smaller ones
  - Create a daily or weekly plan for tackling goals
  - Work in small blocks of time
  - Give ourselves some flexibility
  - Get started. Don't wait for motivation to strike.
  - Reward ourselves for taking action

