

The Thief Of Time

Learn to stop procrastinating

You have several major assignments that must be finished by next week, and yet you just can't get everything done. Each time you sit down to work, you remember something else you need to do. It may seem like no matter how hard you try, you always end up doing everything except what you really need to accomplish.

Procrastination is a major struggle for many people. They find themselves perpetually stressed because they are always running behind and trying to do things at the last minute.

Breaking out of this cycle is possible. With these tips you can learn how to stop putting things off and start being on time.

Make A list

Write down the things you want to get done in order of importance. The tasks that need to be completed immediately should go at the top of your list. This list should serve as a guide for your day.

Set Small Goals

Tackling a big project can be overwhelming. When you feel swamped, it is easy to avoid working on the task at all.

Before you begin working, divide the job into several smaller parts. You will find it easier to keep up with the project when you have certain steps leading you to your goal.

Get Rid of Distractions

You may struggle with getting things done because every time you get ready to work other unfinished tasks come to mind. You remember the phone calls that need to be made and the errands you have to run after work, and it becomes easy to put off what you are doing. When this happens, grab a pad of paper and jot down all the distractions that come to mind. Don't stop what you are doing to work on those other tasks until you have completed the present assignment.

Set Aside A Special Time

If you have a major job that needs to get done, set aside a special work time for that one responsibility. If you make an appointment with yourself, you will be more likely to get it accomplished.

Procrastination doesn't have to be a way of life for you. As you stop putting things off, you will probably find your stress level decreasing and notice that you have more enthusiasm for your job.