

# 10 Ways To Avoid Procrastination



The reasons why you do this and what to do instead, so you can make progress and achieve success in anything you want.



Before I Go Solutions®

by Jane Duncan Rogers  
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# 10 Ways to Avoid Procrastination

**Do it 80% of the time and consider yourself 100% successful.**

If you're doing something 80% of the time, then you are doing pretty well, despite our minds that say categorically that if we don't do something 100% perfectly, then we might as well not bother doing it at all. Committing to this statement knocks that one on the head, and is particularly good for perfectionists.

**1**

**Avoid multi-tasking**

With multi-tasking, it seems like you are accomplishing a lot. But it actually means you are less likely to finish tasks quickly and effectively. Keep focused on one thing at a time, and give it your all. This will also help you with feelings of overwhelm.

**2**

**Banish the guilt**

It's an added layer, that keeps everything underneath it even more stuck. Let it go by admitting it is happening. Then consciously choose to procrastinate, and enjoy yourself!

**3**

**Use a control app**

Give authority to an outside influence, such as a control app. Then obey it!

**4**

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## Take baby steps

Just like the amount of energy it takes to get a plane off the ground, so it can take quite a lot to get us going with anything. If you know you need to create your end of life plan, what would be a baby step that you could take today, to get you started?

5

## Do 5 minutes only

Commit or attend to the thing you really don't want to do for five minutes. Not ten or twenty. Just five. This is like doing physical exercise when you haven't done any for ages; it's the getting started that is most difficult. You can choose to continue after five minutes if you really want to, but you will have succeeded if you simply do the five you committed to. Once that is done, then commit to another five at another point in time.

6

## Get support from someone else

Pair up with a friend who also needs support. It doesn't need to be in the same area. Hold each other accountable to what you said you were going to do, honour your agreements and enjoy sharing with them.

7

## Forgive yourself

Stop beating yourself up about the past. Thoughts such as "I should have started earlier" or "I always procrastinate; I am such a loser" will only make matters worse. Research shows that forgiving yourself for past procrastination will help you stop putting off working on a task.

8

# 10 Ways to Avoid Procrastination

## Use the Backward Reward System

Do what you really want to do first. This is a more risky strategy, and it's not for everyone, but it works really well for me and some others I know. Usually what we do with something we don't want to do is we say, 'Okay, I'll do it and then I'll give myself a little treat, as a reward'. The Backward Reward System turns that on its head. Give yourself permission to do what you really want to do first, for a set period of time. This is on condition that you then will tackle what needs to be done. It works because the energy it takes to suppress what is really going on inside, when you want to do something but are denying yourselves that opportunity, is enormous.

9

## Get rid of catastrophising.

One of the biggest reasons people procrastinate is because they make a huge deal out of something. It may be related to how tough, how boring, or how painful it will be to complete the task; whatever the case, the underlying theme is that doing the task will be "unbearable." Notice this and understand it is just a story you are telling yourself, and you can choose to believe it or not. Then pay no attention to it, and employ strategy no: 6.

10

## What next?

Other guides in the series:

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Our 4-step process to starting a conversation about end of life matters so that the person you're talking to doesn't feel threatened and you don't feel awkward

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## Join the movement

***"I believe passionately that society needs to be more open about grief, death and dying".***

Jane Duncan Rogers

Jane Duncan Rogers founded Before I Go Solutions in 2017 after her husband died and she discovered just how important planning in advance for a good end of life is.

It's enabled her to bring together over 25 years in coaching, personal growth leadership (Jane was the first person to lead the famous Louise L Hay's 'You Can Heal Your Life' study groups in the UK and Europe) and small business mentoring.

We train and equip people to help others make their end of life plans, bringing peace of mind, reassurance and relief to those you are working with AND their families through our accredited intensive training, the tools, the systems, and the ongoing support so you can bring to the world this crucial work.

Save loved ones from the unnecessary stress, arguments, and expense that happens when a loved one dies without an end of life plan in place.

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