

Putting A Stop to Putting It Off

How To Kick The Annoying Habit of Procrastination

- ➡ Set goals for what is to be accomplished.
 - ➡ There are no magic formulas, success takes time.
 - ➡ Identify what distracts you and eliminate it.
 - ➡ Break down large tasks in to small steps.

- ➡ Focus properly on one task at a time.
- ➡ Build in buffer zones of time between tasks.
 - ➡ What is actually causing you stress? Address it now.
- ➡ Prioritize your tasks and start with the 'vital few'.
- ➡ Build in time buffer zones during your day.



➡ Keep your eye on the outcome you are working towards.

➡ Be aware of your strengths and use them!

➡ Are your standards of achievement realistic?

➡ Don't let the trail go cold on a task.

*"If it wasn't for the last minute,
I'd never get anything done!"*

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