



WHY WE PROCRASTINATE - TRIGGER

- Don't know where to begin
- Waiting for the right mood or the right time to tackle the important task at hand
- Task feels overwhelming
- No passion or desire for doing the work
- Fear of failure
- Fear of success
- Fear of Rejection
- Poor organisational skills
- Limiting beliefs
- Perfectionism
- Self-doubt
- Avoiding something that is hard
- Not clear on the outcome you want to achieve
- No deeper reason to do the task no purpose



HOW WE DO IT - OPERATION

- Filling your day with low-priority tasks
- Reading an email or request that you've noted more than once, without starting work on it or deciding when you're going to start work on it
- Sitting down to start a high-priority task, and almost immediately going off to make a cup of coffee or check your emails
- Regularly saying "Yes" to unimportant tasks that others ask you to do and filling your time with these instead of getting on with the important tasks already on your list
- Scrolling down social media platforms
- Cleaning office instead of working and doing the hard task
- Feeling anxiety
- Keeping negative thoughts
- Staying in a comfort zone where there is no growth
- Watching Netflix or TV instead of learning, reading or intellectually growing
- Looking for excuses and justifications
- Our mind is full of ideas that will give us a feeling of significance for a short time but we never really execute the idea



7 WAYS TO OVERCOME PROCRASTINATION - TEST

1. BE HONEST about why you are avoiding the activity. Is it fear, is it that you don't get on with someone, is it because you have to deliver bad news and you're not sure how to go about it? Is that because you don't know how to do it?
2. COMMIT TO DOING IT at a certain time. Set the alarm on your phone for 20 minutes for a task and focus. Commit to finishing one task first.
3. EAT THE FROG - do the hard task first thing in the morning.
4. PREPARE & PLAN! Create a small 3 priority list for a day or top 5 for a week.
5. REWARD YOURSELF when you are finished – but only when you are finished.
6. DELEGATE. Consider whether you should actually be doing the job you have. There are some things that we just aren't suited to, or that we don't have the expertise for. If the things you avoid falling into this category, consider outsourcing them to an expert. If the task is important, ask yourself if it's really something that you are responsible for doing in the first place. Know your job description and ask if the task is part of your responsibilities. Can the task be given to someone else?
7. DELETE IT. What are the consequences of not doing the task at all? Consider the 80/20 rule; maybe it doesn't need to be done in the first place.



EVALUATE & EXIT WHAT DOESN'T WORK

Manage your time and workflow:

DO:

- If a task can be completed in two minutes or less, do it immediately.

DELETE:

- If the material is trash or junk, delete it. Or, if it's something that you might use later on, file it, and move on.

DEFER:

- If the task is one that can't be completed quickly and is not a high priority item, simply defer it.

DELEGATE:

- If a task is not yours to do, then delegate it.



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