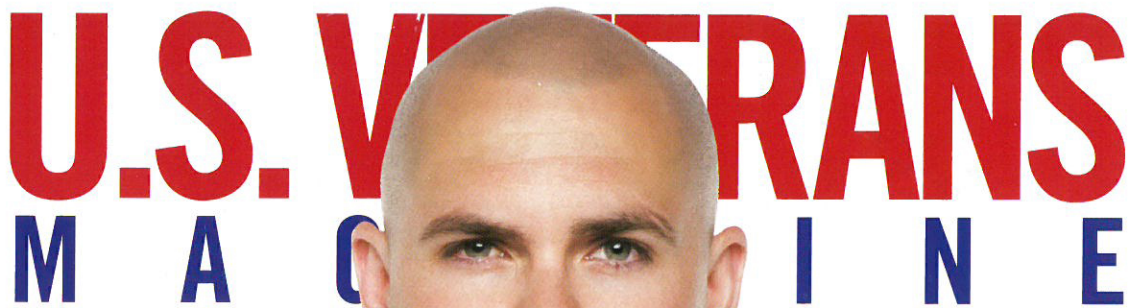




Providing Business Employment Opportunities

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Larry Broughton: Warrior in the Boardroom

10 Tricks To Eliminate Procrastination From Your Life



We're bright people, right? We know what we should be doing, so why aren't we doing it? Left unchecked, procrastination can lead to all sorts of problems and, the longer we defer a pressing task, the guiltier we feel. For many of us, procrastination is

Generally, there are three reasons why we procrastinate: (1) we don't like the task, (2) the task is beyond our current skill set, and we feel overwhelmed, or (3) we lack the time needed to complete the task, so we defer.

High achievers rarely procrastinate, but instead deploy some tricks to beat the problem. They've learned to make an effort, not an excuse. They know where their weaknesses lie, and they have tricks that help them beat procrastination.

I've listed 10 of their tricks here and if you follow them, you'll find yourself eliminating procrastination from your life.

1 Put your alarm clock on the other side of your bedroom so that you have to get up to turn it off. **DO NOT** hit the snooze button.

2 If it's a long or complicated task, trick yourself into devoting just five minutes of time to it. We generally don't mind doing even difficult tasks for five minutes. Often, once you've started, you'll find that you can keep going. Even if five minutes is all you do, you're that much closer to completion. If you do this consistently you'll be done before you know it.

3 Tackle the hardest task first. The day's to-do list becomes a lot easier, once the hardest task is complete; and the rest of the day becomes more enjoyable without the looming stress of that difficult task.

4 Rather than talking yourself out of doing the task, talk

yourself into it. Tell yourself how great it will be to have the task completed, and how great the joy will look once it's done, or how much better you'll feel. Reflect on the story of The Little Train That Could, who said, "I think I can." think I can." Repeat this phrase as you push through the task. You be surprised at what a positive attitude can do.

7 If you really hate the task or project, delegate it to someone else if you can. Sometimes an extra hour or two of revenue-producing activity on your part will be more fun and will give you more pay, which will then give you enough to hire someone to complete the task.

8 Make it fun. Enlist the help of friends for a working bee and put on a BBQ at the end. Have a good laugh and enjoy the process.

9 Turn off your phone, social media, emails and T.V. to avoid distractions during your work sessions. If the phone calls, leave a message.

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10 Schedule a "Say No Day," or an "Hour of Power" in your calendar. Dedicate these blocks solely to completing important tasks. Tell your friends and associates that you won't be available during these critical periods.

Whether it's paperwork, research, cleaning, or healthy living that you're putting off, creating steps to beat procrastination will help you. Working through the task at hand will bring you closer to success, in any venture.

Now, go do something significant today. Go get 'em

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5 When your task has a lot of parts, instead of looking at how big it is, or how long it will take, break it down into bite-size steps. Create a list of the smaller steps and tick each item off as you go. You'll find this encouraging as you notice that each tick is a step closer to completing the task. Keeping a list helps you focus; and, if you get distracted, it will quickly bring you back to where you left off.

6 If you don't know where to start, create a list of things you need to do and then work in order of importance. Though sometimes the most important task isn't necessarily the first one, it will help you prioritize your list and offer clearer direction.

7 If you really hate the task or project, delegate it to someone else if you can. Sometimes an extra hour or two of revenue-producing activity on your part will be more fun and will give you more pay, which will then give you enough to hire someone to complete the task.

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