

Getting Stuff Done: Getting Beyond Procrastination

Procrastination is a common problem that can hold us back from achieving our goals. It can be difficult to stay on track when we have so many other things to do, or when we're feeling overwhelmed or stressed. But there are effective strategies to overcome this challenge and get stuff done.

What is Procrastination?

Procrastination is the act of delaying or postponing a task or set of tasks. It can be caused by a variety of factors, including:



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by Jennifer Varnadore

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- Fear of failure
- Low self-esteem
- Perfectionism

- Overwhelm
- Stress
- Lack of motivation

The Consequences of Procrastination

Procrastination can have a number of negative consequences, including:

- Missed deadlines
- Poor quality work
- Increased stress
- Missed opportunities
- Damage to our reputation

How to Overcome Procrastination

There are a number of effective strategies that you can use to overcome procrastination, including:

- **Identify your procrastination triggers.** The first step to overcoming procrastination is to identify the triggers that cause you to procrastinate. Once you know what your triggers are, you can start to develop strategies to avoid or manage them.
- **Set realistic goals.** One of the biggest reasons why people procrastinate is because they set unrealistic goals for themselves. If you set a goal that is too difficult to achieve, you're more likely to give up and procrastinate. Instead, break down your goals into smaller, more achievable steps.

- **Prioritize your tasks.** Once you have a list of your goals, prioritize them in order of importance. This will help you to focus on the most important tasks first and avoid getting sidetracked by less important tasks.
- **Create a schedule.** One of the best ways to stay on track is to create a schedule for yourself. This schedule should include time for work, breaks, and personal time. Having a schedule will help you to stay organized and motivated.
- **Take breaks.** It's important to take breaks throughout the day, even if you're feeling productive. Getting up and moving around or taking a few minutes to relax can help to clear your head and improve your focus.
- **Reward yourself.** When you complete a task, reward yourself for your effort. This will help you to stay motivated and on track.

Procrastination is a common problem, but it can be overcome. By identifying your procrastination triggers, setting realistic goals, prioritizing your tasks, creating a schedule, taking breaks, and rewarding yourself, you can get stuff done and achieve your goals.



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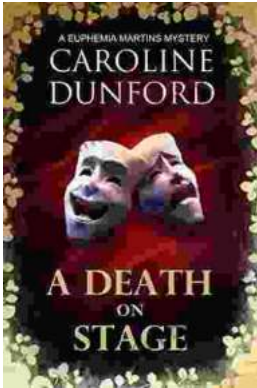
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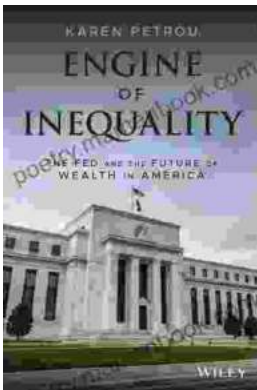
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