

## Procrastinate NO MORE! Create the Life You Want

How often do you find yourself putting off tasks and activities that you want or need to complete? Although you might say that you really want to accomplish those things, the reality is that you've left them unfinished for this long while you've worked on other tasks instead. Procrastination can be tough to overcome, but it can be done.

Follow these suggestions to put an end to procrastination once and for all:

### Keep a running list of important tasks.

- \* If you have a concrete list of tasks in front of you, you're more likely to complete them.
- \* Set reasonable goals like, "I will complete one task a week from my list." Then, follow through with your goal and check off the tasks as you complete them.
- \* A written list serves as a reminder of the things you want to accomplish.

### First, complete the tasks that will have the most impact.

- \* For example, if you've wanted to paint your living room forever, do it first. Altering your living space may ignite your passion to finish other projects.
- \* Show yourself that you can do whatever you want to create the life you want.

### Share your list with your partner or friend.

- \* When you talk about what you want to do, those close to you might provide you with just the push you require to complete them. Explain how important it is for you to accomplish the things on your list.
- \* Talking about your desires with a loved one makes them seem possible.

### Ask for help

- \* Perhaps your partner or a friend would be willing to step up and help you achieve something you've wanted to get off your list for a long time.
- \* Doing something that you aren't so keen about can go much better when someone you enjoy is there helping you.

### Reinforce your efforts.

- \* How can you reward yourself for completing items on your list?
- \* Think of an activity you like and do it after you have completed some of your tasks.
- \* Rewards don't have to be big or expensive. Make an effort to connect the reward to the job you completed.

### Plan for time to complete items on your list.

- \* Get out your calendar and set aside two or three hours a week to work on the things you need to do.
- \* Then you can rejoice in the fact that you'll have time set aside to work on the things that are important to you.

When you stay focused on what you want to accomplish, you'll be less likely to procrastinate. Remind yourself of the life you desire to live and what needs to be done to achieve those dreams. Need accountability to ward off procrastination? Contact us today, we can help.