

Ten Tips For Procrastinators

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1. Allow more time than you think a project will take.

2. Set realistic goals, but not in stone – stay flexible.



3. Break down big projects into smaller more doable ones.

4. Reward yourself after each accomplishment, large or small.



5. Make a conscious effort to realize that your project can't be perfect – deflate the fear of failure.

6. Develop a “backwards schedule” – start with what you enjoy doing most then add what you have to do.

7. Begin your day with the most difficult or least enjoyable task – the rest of the day will seem easy.



8. Keep a diary of your progress - things you accomplished, and take time to feel proud of what you have done.



9. Remove distractions and other temptations.

10. Keep a list of backup projects – things you mean to do when you have time.

