

strategies to kick the habit

1. You don't want to do it

- Ask yourself if you really have to do it. Does it serve you or your goals? Maybe you can let it go?
- Clear a space the night before and have everything out ready to go. This works for getting your desk tidy the night before and having any documents out that you want for the morning, so you can start straight away and it feels easier. This also applies to getting your gym gear out the night before, so you can start your exercise straight away, or any number of things that take away excuses in the morning when you may not be feeling motivated.
- Set yourself a reward for when you get these tasks done so that you have something to look forward to. Some tasks are not inspiring or pleasant but they just need to be done
- Don't wait till you *feel* like doing it. Just tell yourself, "I will just do 20- 30 minutes and see how much I get done". Surprisingly, you often complete the task, or achieve so much more than you expected! How many times have you wished you had started sooner and spent less time think and stressing about it?

2. You don't know how to do it

- Firstly you need to be clear on what the task actually is
- There are so many ways to find answers to your questions these days. Try searching YouTube or the Internet, look for a book on the subject or ask around. You'd be amazed at how quickly you can get basic skills or information to help you move along with a task.

3. You're scared of the task

- Ask yourself why? What fears are coming up when you think about doing this?
This can be a problem when you have to have a difficult conversation. Think about how long you have spent thinking about this and how much energy it has taken. In just a few minutes you could stop all of this overthinking and it may not even be as bad as you think!
- Imagine how good you are going to feel afterwards. Share with someone and seek support if you need to. Staying accountable helps you to take action

4. You don't know where to start

- Break the task down in to "chunks". Just start with one small first step and things will start to take form and build momentum.
- The bigger a task feels the more resistance we will feel. It requires less energy to get small pieces of work done than the whole lot!
- As mentioned earlier, just start with 30 minutes and see what you can get done.

Remember Procrastination is a habit. It is something that is strengthened when you do more of it. You can replace the habit with a new behaviour, which serves you more positively, and make that a habit by repetition over time.