

## A Comprehensive Technique to Overcome Procrastination

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Every person feels procrastination at one or other point. Everyone tries to delay, avoid doing tasks in life. Procrastination is very common. According to my own personal experience I keep delaying things that have to be done on time. Procrastination is not good for us because it does not allow person to be fit in his work, it does not allow to become a healthy human being in terms of his work. Do you want to overcome this procrastination? Would you like to be fit enough to do your tasks on time? How would you feel after overcoming this procrastination?

Procrastination is defined as the act of delaying or postponing a task or set of tasks.

Procrastination is one of the main barriers blocking you from getting up, making the right decisions and living the dream life you've thought of.

### Tips to overcome procrastination

#### Tip-1: Avoid perfectionism

Replace perfectionists thoughts and words: Try to appreciate yourself for small things, accept even doing small little things not for perfection but to gain experience. List down your accomplishments on daily basis, don't assess how perfectly you performed the task focus on what you have done, efforts you have made and the task you have accomplished. "Everything need not to be perfect but has to be accomplished". Focus on what you are achieving not on how perfectly you are achieving.

#### Tip-2: Cut out distractions

Finding a focused mindset: Whenever you feel like not doing something, feeling lazy, not able to focus, not able to pay attention always tell yourself to be 'here now' or 'do it now'.

Always tell yourself to stay focused and pay attention, prepare your mind to perform specific task. Try to see what are the things that distract you, make out list of such things and work for it then. Try giving small breaks to yourself if you often feel distracted. Avoid multitasking, be specific and clear what you want to do and what you are doing at particular point, be focused to achieve that and motivate yourself at every point.

#### Tip-3: Effective to-do lists

To do lists are very effective to maintain healthy work and lifestyle. To-do lists makes it easier to perform task and help in coping up with things in easier way. To-do lists should always be clear, simple and specific. Mention the tasks you want to achieve today and try to write tasks as per your capabilities and abilities so that it's easy for you to complete that. Try to make your to-do list one night before as it helps you to start your next day with clarity and also helps in knowing what you want to achieve tomorrow. Prioritize your to-do list, in the sense you should be aware of what task you want to complete firstly and after accomplishing it how to proceed on to next.

### Tip-4: Set timed goals

Set your goals that you want to achieve and accomplish. Set your goals in SMART way i.e.

S- Specific, M- Measurable, A- Achievable, R- Relevant, T- Time bound.

- **Specific:** Your goals should be clear and specific, you should have clear mindset of what you want to accomplish and achieve. If goals are not specific then you will not be able to focus and you will not put efforts to achieve them. Try to answer 'W' questions while setting your goals. Like: What do I want to accomplish? Why is this goal important to me?
- **Measurable:** To accomplish, to track your progress, to stay motivated, to put efforts in your goals it's important to measure your goals. Try to answer questions like how will I know when it is accomplished? How much time it will take me to achieve my goal?
- **Achievable:** Set goals in realistic and attainable manner. Your goals should be so organized that it is possible to reach them and accomplish them. Be aware of your own limitations while accomplishing goals. Making goals achievable and attainable it helps in strengthening your resilience.
- **Relevant:** Goals matter to you and also are relevant with other goals. We should have control over our goals, we should always make sure that our goals are important for us and they matter to us, after their successful completion we would be able to succeed in life and also after achieving short term and long term goals we would be able to accomplish aim of our life. A relevant goal will always answer yes to these questions: Does this seems worthwhile? Is this the right time? Am I right person to reach this goal?
- **Time-bound:** Each and every goal needs a target time for its completion. You should always set time frame beforehand itself. If you want to achieve your goal successfully work with regard to time. You should know whether it's a short term goal or a long term goal. If it's short term goal it will take less time to achieve it. A time set goals preferably ask questions like: What can I do today? What can I do six months from now?

### Tip-5: Break large tasks into small ones

Whenever faced with big tasks, it helps to break down into bits and pieces to achieve them and also in manageable way. This majorly helps in reducing stress level and procrastination. Procrastinate people often complaint about how to manage with large tasks. Break multi tasks steps into single step tasks. Make lists of things, make checklists, make small documents.

In conclusion, a student can overcome procrastination by becoming aware of its causes and effects and develop their time management skills. Knowing the causes and effects of procrastination will broaden one's understanding to become more aware. Gaining self-awareness will develop oneself to become sensitive of their wrongdoings. Time management is an efficient way to totally avoid procrastination. It helps oneself to organize their time wisely to do tasks productively. So, procrastination can be stopped if we know its causes, misconception and prevention. We just have to understand the misconceptions of advantages, reduction of stress levels and fear of failures. Therefore, the best way to overcome with procrastination is to have better self-control.

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