

I PROCRASTINATE - PLEASE HELP



Amanda Dounis

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Procrastination is something many of us struggle with, but the good news is that it's manageable.

This friendly guide will give you detailed tips to help you get started and stay motivated.

1. Break Tasks Into Smaller Steps

- **Why It Works:** Big projects can feel overwhelming because they lack clarity and seem insurmountable. Breaking them down makes them feel doable.
- **How To Do It:**
 - Start by writing down the big task, then list every small action required to complete it.
 - **For example, if you need to "Clean the house," break it into:**
 - Pick up clutter in the living room.
 - Wipe down surfaces.
 - Vacuum the floors.
- **Psychological Tip:** Your brain feels rewarded each time you check off a small step, releasing dopamine, which encourages further action.
- **Pro Tip:** Start with the easiest step to build momentum.

2. Set Timers

- **Why It Works:** Short bursts of focused work are less intimidating than committing to hours of productivity. The Pomodoro technique uses structured intervals to maintain focus and energy.
- **How To Do It:**
 - Work for 25 minutes (or another time frame that suits you) and take a short 5-minute break.
 - After completing 4 work intervals, take a longer 15–30 minute break.
 - Use tools like timers, apps (e.g., Focus Keeper, TomatoTimer), or a simple stopwatch.
- **What Makes It Effective:** Knowing a break is coming helps you push through distractions and resist the urge to quit.
- **Pro Tip:** Experiment with different time intervals—some people find 20-minute or 45-minute sessions work better for them.

3. Eliminate Distractions

- **Why It Works:** We live in a world full of interruptions, from social media notifications to noisy environments. Reducing distractions clears the mental clutter and improves concentration.
- **How To Do It:**
 - **Digital:** Use “Do Not Disturb” mode on your phone or apps like Freedom and StayFocusd to block social media and other distractions during work hours.
 - **Physical:** Organize your workspace to remove unnecessary items that might draw your attention.
 - **Environmental:** If noise is an issue, try noise-canceling headphones, white noise apps, or work in a library or quiet cafe.
- **Mindset Shift:** Tell yourself that distractions can wait—focus on your task now, and enjoy distractions as a reward later.
- **Pro Tip:** Schedule time for distractions, like checking emails or social media, so you feel in control rather than deprived.

4. Start With 5 Minutes

- **Why It Works:** The hardest part of any task is often getting started. A small time commitment removes the pressure of perfection and gets you moving.
- **How To Do It:**
 - Pick a task and set a timer for just 5 minutes. Tell yourself, “I’ll stop if I want to after that.”
 - Often, the act of starting creates momentum, and you’ll find it easier to continue once the timer ends.
 - **For example:**
 - If you’re dreading a workout, start with 5 minutes of stretching.
 - If you need to write a report, spend 5 minutes brainstorming ideas.
- **Psychological Tip:** Overcoming the initial barrier shifts your mindset from avoidance to action.
- **Pro Tip:** Pair this with a reward, like a cup of coffee, to associate starting with something enjoyable.

5. Reward Yourself

- **Why It Works:** Our brains are wired to respond to rewards, which reinforce positive behaviors and help establish habits. Rewards give you something tangible to look forward to.
- **How To Do It:**
 - Match the reward to the effort required. For smaller tasks, simple rewards like a cup of tea or a quick scroll through social media can be motivating. For bigger accomplishments, consider a treat like a favorite meal or a relaxing activity.
 - Make the reward immediate. For example, after completing a 25-minute work session, take your 5-minute break guilt-free.
 - **Plan meaningful rewards for bigger milestones. For example:**
 - Finishing a big project could earn you a dinner out with friends.
 - Completing a challenging task might mean indulging in a favorite hobby.
- **Psychological Tip:** Pair the reward with self-praise to reinforce the accomplishment.
- **Pro Tip:** Avoid using unhealthy rewards (e.g., junk food or excessive screen time) that might counteract your progress.

Additional Tips to Overcome Procrastination

1. **Use Visualization:** Picture yourself finishing the task and the sense of accomplishment that follows. This can motivate you to begin.
2. **Prioritize Tasks:** Identify the most important tasks (the ones with the greatest impact) and tackle them first. Use tools like the Eisenhower Matrix to prioritize effectively.
3. **Be Kind to Yourself:** Everyone procrastinates sometimes. Avoid harsh self-criticism and focus on progress, not perfection.

Remember: Progress Over Perfection

You don't have to get everything done perfectly or all at once. Celebrate every small step forward, no matter how small.

You've got this! If you feel stuck, don't hesitate to ask for help—support is always available.

Take it one step at a time, and watch your productivity and confidence grow!

Amanda Dounis

Psychotherapist: Hypnotherapist: Counsellor B.Sc (Psyc), B.Coun, B. Teach (0-5) Dip.Prof Coun,
Dip.Child Psyc, Dip. CHSP, Master NLP

Ph: 0458850850

E: amanda@positivethinkingclinic.com.au

W: www.positivethinkingclinic.com.au

A: Retail 1/7 Magdalene Terrace, Wolli Creek NSW 2205 <https://goo.gl/maps/DeUkbgGByuM2>

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