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Procrastination and How to Avoid

Procrastination can be defined as delaying work, task or project even though one knows the consequences of the delay. Procrastination can be done purposely or without purpose yet this issue is an effect and not a cause.

Procrastination is done not by accident or one is born as procrastinator but there are causes that have created the effect of the Procrastination. Some procrastinate just because he wanted to give excuse in order to eliminate the perception of pain due to the work that he has to do. For example, a student will delay his work or assignment and will still ask time extension to his lecturers. This happens not only because he might be lazy yet he tries to avoid the effect and “pain” of the accomplishing the assignments. The Procrastination can lead to small problems up to big scale problems due to the addition of the neglected small works. For example, a guy who procrastinate from paying his tax from the first years of his job will end up paying a big amount of money after few years - plus the addition of the penalty from the tax department or a student who refuses to finish and send his assignments on time will end up by having a bulk of chores to be done in order to obtain his continuous evaluation mark – failing to do so will cause the student to fail the subject. Anyhow there are seven habits to recover procrastinating and these steps can really help anyone in anytime to recover Procrastination.

Habit 1 : Time management

First habit is one must know how to manage themselves in time. Time management is the most important criteria in one’s life where sometimes a delay might be able to cause a life. The following chart will explain how to manage and the benefits of each method.

15 MINUTES METHOD

Divide the time (especially the identified wasted time) to 15 minutes group and try to accomplish the task (example doing home work and laundry) within the 15 minutes. One must motivate his ownself to obey the 15 minutes rules.



1 HOUR METHOD

After getting used to get use with the 15 minutes rules, one must upgrade the 15 minutes rules to 1 hour method where he have to accomplish bigger scale works such as gardening, marking papers or heavy exercise and try to finish it within 1 hour time and obeys the 1 hour method

Chart 1: Methods to manage time

Habit 2 – Set small goals (take small steps one day a time)

Goals settings are good yet it needs a date line and the most important issue is the date line and a goal without a date line is just like flying a kite without using the thread. A lot of people set big goals or put longer date line which they themselves doubted whether it can be achieved or not. Some goals should be emotionalized or put some spirit into it so that it will bring an alarm alert to one if he fails to do so. One also should not compare his goals to others because each personal goal depends to the individual habits, skills and urgency of getting the goal. For example if one wanted to be a millionaire through a business, it is up to him when he want to achieve it yet some issues must be taken in consideration such as the date line, the preparation of the business, the strength and the profit of the business and how badly he wanted to be a millionaire. The best goal is small scale written goals with date line in pursue to achieve the bigger goal. It will be more achievable, trusted and the pain to achieve bigger goals can be lessened.

Habit 3 – Perform the Task Itself

One should be organized and perform all the tasks by himself. Besides that, the update and the check list of the works whether done or not should be performed by own selves even though one has his own secretary. One can have his own organizer – from old style (paper, cross box) to latest style (I Pad or digital organizer) as long it can update him to pending or finished worked.

Habit 4 – Write Things Down

Each goals and check list of What-To-Do list should be written on a paper by own self yet these methods can be updated to Digital Organizer or I Pad since the technology has been upgrading nowadays. Anyhow, the old school style which is writing down the things to do on a piece of paper or board and place it near to the working table or bed so that the list can be updated immediately after the work is finished or if receives a new job.

Habit 5 – Eliminate Distraction

Distraction is any disturbance or elements that influence one away from his real path or pursue of own goal. Distraction might come from any form – relationships, parents, siblings, children, weather, Face Book , Twitter, personal issues, and lack of self esteem or improper goal setting. The common words used such as “ Hmmm...I will think about it” or “ Let me see first “ are the “best friends” of Procrastination as it gives one the space and time to delay the decision making. Distraction can rob the entire energy and focus of one to other wasting things, resulting him to get lost in his own life.

Habit 6 – Become Reward Conscious

Try to put some rewards upon achieving a goal. This will make one will work tremendously to achieve the goals and will not procrastinate at all. This is a good method on pursuing towards to achieve the goals. It is a basic thing that human being is too attracted towards gifts and rewards. For example, a sales representative will work hard to achieve his monthly goals if the company promises a salary increment or bonus payment upon achieving the target. Other example is a student should be told that he will get bonus marks if they can submit their assignments before the real submission date. This will be similar to own self as well where he can reward himself if he succeeds in accomplishing the goals.

Habit 7 – Learn the Skill of Self Evaluation

One must have the ability to evaluate own selves about the development and the weakness that happen in himself. Self evaluation is also shows that one is observing the effects that happen due to the change of the old habits. The effects might be positive or negative yet it is the feedback of the old habits and the new habits. Due to change the old, bad habits, one have to apply imaginary pressure on himself so that e will always be productive and be a peaceful guy with a lot of last minutes jobs. The objective self evaluation will allow one to get back to the space where he can align back to his goal and tries to achieve his “contract of self achievement”.

REFERENCES

- **Book of “ Stop Wasting Time and Start Your Life” by Jeffery Combs**
Published by Advantages Aquest Publications (2012)