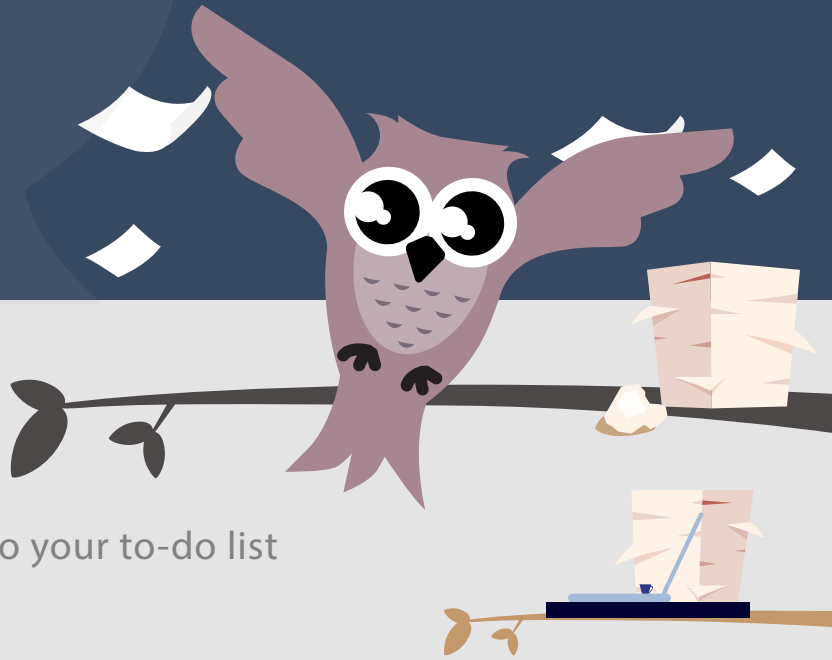


What Do You Do When You're A Chronic Procrastinator in Business?



- a. Avoid thinking about it
- b. Add “deal with procrastination” to your to-do list
- c. Pour another coffee
- d. None of the above

If you answered “d” you are correct! However, there are tips to help you get over your “Why do today what you can put off until tomorrow” habit. Here are three important ones:

- 1. Start with the worst:** Tackle the hardest tasks first. Typically, they take the most mental energy. Reward yourself with easier tasks (and the second coffee) once you’ve made some progress.
- 2. Remove temptation:** Turn off your phone, or at least put it on silent. Ditto your email. Even if it’s only for half an hour, that uninterrupted time will make it much easier to stay focused.
- 3. Set achievable goals:** Be realistic. You can’t get through everything. Ask what the most pressing, critical task ahead of you is. Then, focus on that rather than your ever-expanding to-do list.