

>>FastForward PROCRASTINATION™

Get More Done and Feel Good About It



The FastForwardIncome.com Skills for Success™ Course

Get an unfair competitive advantage with practical training in
9 critical categories to quickly build the skills you need to
FastForward your income and the quality of your life.

Legal Notice: - The author and publisher of this eBook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided "as is", and without warranties.

As always, the advice of a competent legal, tax, accounting or other professional should be sought. The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook. All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

FastForwardIncome.com

>>FastForward PROCRASTINATION™

Contents

Introduction 3

PART ONE: Procrastination

Chapter One: Some Reasons for Procrastinating 5

Chapter Two: Consequences of Procrastinating 9

Chapter Three: Learn How to Stop Procrastinating 11

Conclusion: Part One 16

PART TWO: 75 Action Tips for Procrastination Termination

Procrastination Self-evaluation Action Tips 17

Procrastination at Home Action Tips 21

Procrastination at School Action Tips 25

Procrastination in the Workplace Action Tips 28

Procrastination and Relaxation Action Tips 33

Procrastination in Self-improvement Action Tips 34

Conclusion: Part Two 39

Introduction

In his book, “*Right on Time*” (McGrawHill, 1991) Lester R. Bittel calls “procrastination an insidious temptation that plagues all of us. What may appear to be harmless procrastination can turn harmful - if done to excess.”

Procrastination can be an enormous problem. In the modern world, when we all have so many things to do, it is increasingly important to know how to manage our time and our life. To that end, it is critical that we learn to manage the emotional reaction we have when we need to do something we don't want to do, don't like to do, or are convinced we just can't do. If we understand why we avoid something, it is easier to find a way to deal with it.

There are many reasons why people procrastinate.

Sometimes we put things off because we just don't like doing them. Sometimes we don't do something because we think we can't actually do it. Often we don't start something because we don't think we can do it well enough. For some people, there are deep rooted psychological reasons for not doing things. For others, it can just be a question of realizing that you just don't enjoy doing something, or have a deep dislike of something.

There are a million ways to lose a work day, but not even a single way to get one back.

~Tom DeMarco and Timothy Lister

It is important to ascertain our own reasons and motivations for putting things off; this is the best way to structure strategies for overcoming the problems of procrastination.

Procrastination can easily become habit forming, and can have a serious impact on our life, the lives of the people around us, and ultimately our health (both mental and physical).

There are myriad ways in which we can overcome procrastination, and not addressing the problem can be very life damaging. Methods of overcoming procrastination range from self analysis (to work out why we put things off) to basic time planning to professional behavioral therapy.

For most people, it is a question of establishing that there are underlying emotional links between the tasks we put off and our inability to deal with them. So spending some time seriously questioning our feelings, as well as our actions, is critical. We also need to recognize and accept our own shortcomings. Our self esteem does not need to be given a hammering if we accept that we have aspects of life at which we do not excel, or just don't like dealing with.

If you know you are not particularly good at organizing the finances, and accept that, you are more likely to be able to convince yourself that you should spend an hour or two dealing with the bank statements etc, than to spend it worrying that you won't be able to make the figures balance.

Take the emotion and the fear out of the equation, and suddenly it's a whole lot easier. When you feel that sinking sensation, don't get up and find something else to do. Stop, and think about why it is you need to do this particular job.

Think about the fact that, in deciding to do the job, you are doing something that will improve your life and something that is definitely in your best interest.

The worst thing you can do if you are a procrastinator is to do nothing. The best thing is to begin by putting some effort into understanding why you procrastinate, and by establishing some fairly straightforward organizational rules about how to use your time.

It is quite normal to procrastinate over something or other. For the majority, there will always be one or two things, at least, that we will delay dealing with. For most of us, the problem is not too great, and doesn't threaten to negatively impact the quality of our lives. So time management, time boxing, etc. is the way to deal with getting things back on track.

Find a time each day when you will deal with something that you know you don't want to do. Give yourself a pat on the back when you have put in the time – even if you haven't finished the job completely. What you have achieved is important – you have made a start, and you can celebrate that you have not run away from it.

However, for some people, procrastination is a much more serious problem. For some people, there are deep seeded reasons for putting things off, or just not dealing with things at all. Some people have a subconscious reaction to certain tasks; some have a deep rooted fear of failure, which has led to a resistance when dealing with certain tasks. Some people are frightened of not doing something perfectly.

It might be painful to establish the reasons why we procrastinate, but it will certainly help to spend some time thinking it through. There are many fairly straightforward ways of helping improve our ability to deal with the many things necessary to keep our lives on track, and while preserving time to enjoy our leisure.

We must accept that better time management, better task management and better self management is really about getting the best out of life. Wasting time is really not in our best interests. Making time for enjoyment is.

PART ONE: Procrastination

Chapter One Some Reasons for Procrastinating

Many experts point to a significant link between procrastination and perfectionism. Some people are frightened that they may not do something perfectly, and if they think they can't do it perfectly, they don't want to do it at all.

Studies about perfectionism and procrastination vary in their arguments about the links between the two. Some indicate that striving for perfection is a positive thing. Others indicate that the desire to do everything perfectly is linked with strong need for order, tidiness, neatness, cleanliness, and generally very high standards that can become obsessive.

Some studies link the intense desire for perfection with depression -- even suicide. There are studies that indicate that many high achievers are perfectionists, and that even very successful people can have a propensity towards procrastination.

How can one be a procrastinator and a highly successful person? Possibly one can achieve great success in one field, but at the expense of success in other aspects of our lives. Being driven by work can mean having little time or energy to deal with other areas of life. If someone else is always responsible for all the 'other' aspects of life, one doesn't get to build up the experience to deal with them. Eventually these other aspects can appear too difficult to even contemplate.

Managing life in this way breaks down to having other people take responsibility for those aspects of our lives that we find we don't have time for and areas of our lives with which we just don't feel equipped to deal, or about which we fell uncertain.

For example, the "traditional" gender divide and the division of labor has, for generations, meant that women have remained in the domestic environment and avoid competing with men in the commercial and economic world. Similarly, men have been able to shy away from domestic management, emotional involvement with their children, and direct all their energies to their work and work colleagues.

This is, of course, a gross generalization ... but it serves the purpose of making the point.

Often we can find ways (like traditional male/female roles) to justify where we direct our energies, and where we leave stuff to someone else (and sometimes we just choose to do what comes easiest, and choose not to do what doesn't).

So is this procrastination, or is this being tactical in ensuring we use our energies most effectively?

Should we feel guilty if, in fact, we are not good at everything, or there are things we just don't like doing?

In the example of the traditional male/female divide, is there any reason that women should want to deal with car repairs, mowing the lawn, building a garden

Putting off an easy thing makes it hard. Putting off a hard thing makes it impossible.

~George Claude Lorimer

shed and mending the roof, while raising the children and managing the home in every respect?

Is there any reason that men should want to not only be successful as a provider, but to be able to co-ordinate child care, do the household chores,

handle the shopping, and be responsible for the household maintenance?

No, of course it's not reasonable to expect everyone to want to be doing everything. However, we are bombarded with messages telling us that we should be good at everything. Mostly of course, we come to a deal with our partners – either along traditional gender lines, or just choosing to each be responsible for the things we enjoy or are good at. Maybe we each end up with some things we would rather not do, but not too many of them.

Sometimes we need to just take a step back, and consider the situation and evaluate options. Perhaps just too much is being expected of everyone.

The critical point is whether or not we are making conscious decisions to become involved with or to avoid certain life experiences.

It is healthy to consider and make decisions about our lives. It is not so healthy to consistently avoid rational decision making about how we spend our time. It is not healthy to pretend to ourselves that, as adults, we can just avoid making life decisions.

At the same time, we postpone the things that we don't like to do, the things that we are not too good at, and the things that we just think are less important.

So if this is the case, are we procrastinating?

Perhaps not, perhaps we are just subconsciously, rather than consciously, planning our time and our efforts.

Those of us with busy lifestyles have few viable alternatives other than planning our time and our objectives – both in the short and long term. It makes sense to plan well, and divide up the chores in the way we feel most comfortable.

On the other hand, if we are not organizing our lives we are subconsciously avoiding the need to use our powers of intelligence to plan, to prioritize, and to act in our own best interests. In fact, we are avoiding even thinking through the options, and therefore unable to assess what our best interests are.

Financial management is not, of course, the only essential area that requires conscious intelligent consideration and decision making.

Some people manage to avoid organizing almost everything. The consequences can be enormous.

Not knowing when to renew the car insurance, or our health insurance, or when to schedule appointments – the consequences are disorganization, chaos and lots and lots of anxiety.

Procrastination is the bad habit of putting off until the day after tomorrow what should have been done the day before yesterday. ~Napoleon Hill

Fear of Failure is often considered to be linked with procrastination. We become anxious if we think we are unlikely to do something well enough. For serious procrastinators, that anxiety may be enough to stop us from doing something.

Fear of success is also a problem that effects many people on a subconscious level. With success comes more responsibility, more work, more demand on our time and our energy.

Fear is an emotion. When we feel fear, we have a physical reaction. Our body temperature changes and our brains trigger the release of chemicals that were originally intended to help us react to danger. We are not always aware that we are feeling fear, and may just not associate our physical response with the cause or origin of that fear.

However when it is a fear of failure, we do know subconsciously that we would prefer not to deal with whatever it is that is frightening. So we turn our attention to something else. We find a reason (?) for doing something else instead. This is called displacement activity; something at which most of us are proficient.

Displacement activity is finding a non essential task that suddenly seems to take precedence over that really essential task that we would prefer not to do.

For example – a cup of coffee to be made, a phone call to be made, a quick clean up of this or that which just *has* to be done right now!

Anything will do, if it can put off the uncomfortable moment when you have to attempt a task at which you feel inadequate to perform properly or feel you will not be able to finish. In other words, a task you subconsciously *know* you are going to fail.

Failure can mean embarrassment and shame. Failure can mean being exposed as incompetent, inadequate, unsuitable, useless, second rate, etc., etc.

Generally when we are afraid of failing, we have quite unrealistic expectations of ourselves. So fear of failure is linked to low self esteem, or serious self criticism.

Often seriously low self esteem -- or the inability to be realistic about our own, and other peoples' expectations of us -- is linked also to depression.

Depression is a debilitating illness that often requires time and a combination of medication and therapy to overcome. Depression can make it almost impossible for someone to maintain their working and home lives without great difficulty. Concentration becomes very difficult, and being able to think clearly and rationally is impaired. These are signs that it is time to seek professional help.

Thankfully, most of us don't suffer from serious depression, even if we can get a bit fed up with life's trials and tribulations. Generally we need to give ourselves a "kick in the pants", acknowledge that we need to get some self discipline in our life, and make ourselves deal with those jobs we would like to put off forever.

Chapter Two

The Consequences of Procrastinating

The more we put things off, the more anxious about them we are likely to become. Anxiety is bad for our health and bad for our relationships because it usually impacts on our behavior with others.

Anxiety can depress our immune system, and leading to a diminished capacity for fending off illness. Anxiety can affect our ability to concentrate, increasing the chances for serious mistakes including those that have lasting repercussions (such as automobile accidents). Anxiety can, over time, lead to depression and serious mental illness.

The more we find we cannot deal with some essential tasks, the bigger the workload we end up with. The more things we have to deal with -- and the bigger the backlog we carry around with us -- the more stress we are under to manage our time and our actions. Up to a point, stress can enhance performance. Too much stress, however, is not good for us. Too much stress can cause physical illness, mental distress and other negative consequences.

The more we convince ourselves that we can put something off, the more we are deluding ourselves. The less control we exert over our lives, the less likely we are to be getting the most and the best out of life. If we don't manage our lives well, we miss opportunities for happiness and fulfillment.

Procrastinating about our finances is a form of mismanagement that can lead to, among other things, serious debt. Unmanageable debt can have a severely negative affect of ourselves and the lives of others – family members – our children – our partners. It can be easy to just not deal with a review of our spending. It is never easy to deal with a huge overdraft, more loans, and a block on our credit.

Procrastination is, hands down, our favorite form of self-sabotage.
~Alyce P. Cornyn-Selby

If we procrastinate about health matters, the consequences can be extremely serious. If it is the dentist appointment that really frightens us, we can put it off until the point of having to have teeth removed or risking infection that could easily travel to the brain.

If we put off going to the doctor because we have symptoms that seem to us to be indicative of something serious, delays could have major consequences.

Many of us work to deadlines. In many cases it is good to have deadlines. It can help us plan our work load and schedule our tasks to those deadlines. However, if we have certain jobs that we don't like doing, and we postpone them and miss deadlines, this can have a negative impact on the business, our colleagues, or ultimately our employment.

Many of us have home maintenance tasks and not everyone wants to do the work or schedule (and pay for) a professional in to do the maintenance and repair jobs. However if you neglect these jobs, they could result in larger more costly problem and even, when the time comes to sell your property, affect your ability to sell or sell at an acceptable price.

In almost every sphere of our lives, there are things that need to be done, and we don't always like doing them. However, putting them off almost always causes more problems than we had in the beginning.

So whichever way you think about it, you need to get down to dealing with your procrastination, and learn how to ensure that you get things done.

Chapter Three

How to Stop Procrastinating

First, in order to identify procrastinating, as opposed to re-evaluating priorities, it's a good idea to think about and list what we do and don't like doing.

Secondly, identify those things that we don't like doing sufficiently to postpone them.

Although this means that you have to confront your behavior, since we review and adapt our priorities all the time, we generally do know which things we put off, even though we tend to pretend to ourselves that we don't.

We all have the ability to justify our task planning decisions. We all know people who demonstrate displacement activity by putting off doing one thing by finding another 'urgent' thing to do.

So get out a pen and the paper, and make a list of the things you don't like doing. By each of them, briefly write the reason you don't want to do it. Be honest with yourself and admit it if something is difficult, if something is unpleasant, or if it is something you feel you are being made to do by someone else.

If you want to make an easy job seem mighty hard, just keep putting off doing it. ~Olin Miller

If it is something you just don't like doing, think about whether it will benefit you if you just do it anyway. Is the benefit of completing that task (like filling in your tax return) worth the discomfort of doing it? Generally you have to admit that it is.

For example, there is no question that you can get into difficulties if you don't complete and submit your tax form.

Filling it in is a question of

- a) Getting the right papers – check books, bank statements, phone bills, whatever it is that you need.
- b) Spending some time getting everything in order
- c) Working through the form and filling in the information. You know that once you start, it won't be too bad.

So already, by taking a job and dividing it into smaller and more manageable tasks, it doesn't sound quite so daunting. Nearly all complex tasks need some planning time and some preparation time.

So when something you have to do just begs to be postponed with your justification being that you know it will take time you don't want to spend, just divide into manageable jobs.

Similarly, if there is something about which you feel apprehensive because you think you might not be able to do an acceptable job, try and break it down into smaller and less frightening elements.

For example, if you need to produce an involved report, start by allocating some time to just sit and think about it. Think about what you being asked to do, and then about what resources you need to access to enable you to complete the task.

- 1) Do you need to do all the work yourself?
- 2) Do you need to provide something to someone in order that they can do their part of the job?
- 3) Do you need access to specialized equipment or information?
- 4) Do you need to have a proper work plan before you start?
- 5) Try and calm any immediate fears about the standard of the work, and concentrate on what needs to be done, and how it is to be done.
- 6) Identify what areas of the job seem to be intimidating, and ask yourself "Why?".
- 7) Ask yourself if you would benefit by talking about these aspects of the job with someone else – someone you think would find that job straightforward.

Don't launch yourself into the project in a blind panic and start trying to do the job without planning and preparing properly.

Write out a timetable for the job so that you can organize the work in a sensible sequence.

Sometimes jobs can be intimidating because they seem to be just too complicated to deal with. If breaking it down doesn't make it seem easier to tackle, try and find

one part of it that you can do, and get that done. Then see if there is another bit you can do, and tackle that.

Keep thinking about how you can organize the rest of the task so that it becomes less and less difficult in terms of complexity, and more manageable in terms of sub-tasks.

One way of dealing with things is to organize them into categories of A, B and C tasks.

The “A” tasks are the ones that are the most important, but they can be the ones that are most complex and difficult to start.

“A” tasks are tasks that generally cannot be done in one period of work, and that almost always need you to spend time gathering information from other people.

“B” tasks are of secondary importance, but still need to be done, and might take time, and might need some input from someone else.

“C” tasks are the easy ones to do, but not necessarily the most important ones. The easy thing to do is to start on the “C” list. This gives us a sense of achieving something, but frankly doesn’t get the important things done. Not only do “A” and “B” tasks not get done – they don’t even get started!

Sometimes starting with the “C” tasks helps us move us past procrastination and get the job started..

For example, let’s say we get into the office in the morning, and while we are settling into *work mode* with a first cup of coffee, we need a straightforward job to get into. So we do one or two things from the “C” list.

The trick is to leave the rest of the “C” pile for another day, and to start on an “A” task. At the very least spend an hour working on an “A” task – even if you don’t complete it, but do enough to make a dent into it. If at all possible, get to the point where you are ready to start on phase 2 of the “A” task.

Although the “A” tasks are the most daunting and generally the most complex, it is the completion of these that gives the most satisfaction. So when you begin the day, spend a moment consciously considering how good it will be to leave the office at the end of the day knowing that you have made a real start on that “A” task.

The next morning, do the same thing. Review your “B” and “C” lists of tasks. Start by picking one or two of the “C” tasks to do first. Then identify the “A” task and a “B” task that you can start when the “C” tasks are done.

Each evening, review the work of the day, and list the priorities for the following day. Keep thinking of the jobs in terms of “A”, “B” and “C” priorities.

Review the timescale needed to complete the “A” and “B” tasks. Make sure that when you pick your “A” and “B” tasks, you don’t avoid the ones where you need to do something yourself in order that someone else can do their part. Always ensure that you give other people the maximum opportunity to address their part of the job.

This applies at home too. Allocate an hour or two one evening when your schedule is light. Make lists of the tasks you need to do, and rate them in terms of importance and the time they will take.

Procrastination is opportunity's assassin. ~Victor Kiam

Don’t include the everyday tasks that you do as a matter of course and don’t even need to think about. This is not a list of everything you have to do. This is a list of the things you need to do and need to make yourself do. For example, don’t include the shopping you will do on your way home from work tomorrow that you would have done anyway.

This list should be the jobs that you need to do but generally put off doing. Once you have your list, identify the most important, and try and start on one of those. Try not to leave the most important tasks while you concentrate on doing the less important but the easiest ones. A habitual procrastinator could postpone the important ones forever that way.

Another time management technique is to break down tasks into time chunks. In the office or at home, you might find that filing papers is one of those tasks that you continually put off.

Allocate an hour for filing. Find as many of the bank statements as possible and file those in date order. Don’t worry that you won’t file all of them. You can allocate another hour for another day to finish it off. You will be gradually dealing with this task and it will be less of a problem.

Or, allocate an hour for working out how much money you are spending each month and each year. Another day, allocate an hour for working out what expenditure is essential and what is not. Just divide each job into a time chunk.

This is called time boxing.

These are methods of planning time and tasks to make them appear, and to actually be, more manageable. These methods work for people who need to get themselves more organized. They are also effective in helping procrastinators break out of avoidance and displacement habits.

These methods work for people who, while experiencing a degree of anxiety or fear about not doing so well on some tasks, understand that acknowledging the fear as a step toward working through their tendency to procrastinate.

For some people however, it is almost impossible to use these or other methods of dealing with their procrastination. Some people have such deep rooted reasons for not doing things that it can have a disastrous effect on their lives.

These are people who really need help to establish what lies underneath their failure to organize their lives.

If you understand that you have an emotional reaction to something, and that as a consequence you defer doing it, then you can also work out that you need to try and overcome that fear. If you can establish that your life will be much happier, and easier, if you can deal with something, then you are on the road to getting over the problem. However, if you are overly worried about doing everything to a perfect standard, this can freeze you and stop you doing something.

If you feel unable to take control of your life because, underneath your competent exterior are subconscious difficulties surrounding the issue of control, you will probably need some professional help to deal with it.

Lack of self confidence and self esteem can lead to difficulties in managing life's challenges. Consider whether or not you are asking too much of yourself or, conversely, not asking enough. Instead of addressing your procrastination, focus on addressing and improving your self esteem and self confidence. There are a variety of self-help and professionally administered options.

Think about how you want your life to be. Do you want your life to be chaotic, disorganized, and a series of crises, one after the other? No, of course you don't. Do you want your life to be enjoyable, and worry free as far as is possible? Yes, of course you do.

So when each task presents itself as something you would rather not do, and would prefer to just wish it away, think instead of the feeling of control you will have when you have dealt with that intimidating task. Picture how you will have more time to do more pleasurable things, once you get those distasteful jobs completed.

Conclusion Part One

Procrastination is something we don't tend to put off. Dealing with our tendency to procrastinate is something we should definitely not put off.

For most of us, there are the things we really like to do, and things we don't. It is quite normal to want to ignore the unpleasant, demanding, or frightening things.

The consequences of putting off necessary tasks can, however, be far greater than we imagine. The fact that our lives would be better if we deal with these things is not hard to imagine, but somehow needs to be given a bit more thought.

Procrastination is the art of keeping up with yesterday and avoiding today. -Wayne Dyer

Different methods of planning and preparation work best for different people.

- Try allocating a certain amount of time each day, or every other day, to deal with some specific task that you have been putting off. Accept that you don't want to do it, and accept that you may feel nervous, anxious or tense about it. Accept that you must calm that feeling, and concentrate on the decision you are making to get it dealt with because it is in your best interests to do so.
- Try grading tasks into "A", "B" and "C" levels of complexity. Try and ensure you make inroads into the "A" and "B" tasks, and don't just clear the "C" pile and leave the others to mount up.
- Try and ensure you have realistic expectations of your abilities. No one is perfect at everything, and no one should expect you to be perfect at everything. Acknowledge you are not the world's most organized person, but try to be as organized as you can. Ask yourself why you need to be organized and tell yourself out loud that this is necessary to make your life much, much easier.
- Congratulate yourself for making a start on a difficult task. Try and find sensible rewards for your achievement in overcoming procrastination.

PART TWO:

75 Action Tips for Procrastination Elimination

Procrastination Self-Evaluation Action tips

Action Tip 1: Everything starts and ends with the self

If someone said to you that you were a procrastinator, your immediate reaction would be to defend yourself. “It’s his fault”, “My mother was like that too”, “I was forced to do something I didn’t want to do”.

Some people like to blame their misfortunes on others. But the truth is, you are equally at fault. You procrastinate because you yourself choose to procrastinate. The sooner you accept that, the better you’ll be able to overcome procrastination.

Action Tip 2: I do not want to procrastinate anymore

In line with Action Tip 1 above, once you accept that procrastination is your weakness, the next step is to eliminate this weakness. Your desire not to procrastinate anymore should be sincere. You need to demonstrate that determination through small daily gestures.

Action Tip 3: Mea Culpa - Take Responsibility

You’ve accepted the fact that (a) you’re a procrastinator, and (b) you have a sincere desire to change. Now tell yourself that if you fail to achieve a particular goal or a given task, it’s because you procrastinated. *Mea culpa*. Admitting guilt is a giant step. Note, however, that there is a huge difference between admitting guilt and being too hard on yourself. Admitting guilt is taking ownership of your actions. Being too hard on yourself is unjustified self-blame.

Action Tip 4: Ask yourself: “In what ways do I procrastinate?”

Ask yourself, “In what ways do I procrastinate?” Sit down with pen and paper. Writing them will help you focus and identify them more clearly. Here are some ways where common procrastination areas:

- paying bills
- not discussing the complaints you’ve received about a member of your team for fear of hurting his/her feelings
- repeatedly postponing that dental appointment
- not returning that call because you know what the problem is and you’re fed up
- not getting that donation mailed
- not calling your doctor about that persistent numbness in your right arm or not fixing a colonoscopy exam date
- not having the car’s squeaking brakes checked
- not sending that overdue thank you note

Action Tip 5: What goals have not been met because of procrastination

After listing the ways in which you procrastinate, make a second list of goals that you failed to achieve because you procrastinated.

Let’s take two typical examples: you promised your boss you’d get that new business presentation done by a certain due date. On the day the presentation was due, your boss calls you. You tell her sheepishly that you didn’t have time to do it, and you offer an excuse or two.

The result? You took one step farther away from your goal of moving ahead in your firm, and two steps farther away from developing a good relationship with your boss.

Second example: you delayed lobbying for your colleague’s promotion even though he was the best man for the job.

The result? The job went to someone less deserving; second, your colleague resigned to take up another offer.

When you measure the consequences of a missed opportunity because you procrastinated, ask if the consequence was worth the delay.

Action Tip 6: Taking the hint from tips 4 and 5: What is the dollar value of missed opportunity?

In fast-paced societies, people tend to think of time as precious and valuable. Expressions such as “time is of the essence,” “time means money,” and “you missed a window of opportunity” reinforce the value of time.

You need to install a permanent calculator in your brain and calculate how much that missed deal meant in terms of dollar value.

If we make it a practice to tag a dollar sign for each of our procrastinations, it gives us support in our resolve to procrastinate less.

Action Tip 7: Prioritization

There is nothing so useless as doing efficiently that which should not be done at all. -Peter Drucker

Procrastination is the opposite of action. When you decide which of your tasks need immediate attention and those that can be done later in the week, you’ve taken your first step in the process of prioritizing. So decide what task should be assigned top priority, and then act.

Action Tip 8: Write it down

When you read things on paper, you’re able to act logically; this is much more effective than just thinking out how to avoid procrastination.

Putting down things in black and white is even better than brainstorming with another person. Here’s the reason: if you write down what needs to be done, you’re the only one who knows what’s urgent and important.

You focus on this task from the implementation to completion. Once it’s completed, you take it off your list. There’s that sense of accomplishment, no matter how small the accomplishment is.

You go on to the next task, until you actually get used to the idea of doing, rather than procrastinating.

Brainstorming with a colleague, on the other hand, can be viewed as a positive, but can be a form of procrastination. You'll say to yourself, "what she said makes sense", so you mull over it, leaving the task undone.

Thinking about your tasks yourself and then doing them – without anyone's feedback – can be much more productive in terms of speed of accomplishment.

Action Tip 9: Discard old habits

We're creatures of habit. Even if we know that a certain activity is no longer cost effective, we continue doing it anyway.

One example: not looking for alternatives. It's a lot easier to use the same, familiar road to work, but if there's a quicker, or more relaxing route you can take, find out what that other route is. It's always good to have alternative routes.

Action Tip 10: Talk to yourself

Once in awhile you'll deviate from your intentions. You're a human being with limitations, and life sometimes takes a detour without warning, and we

Talk to yourself to keep positive thoughts in the forefront of your mind. Here's an example of an affirmation you can use in the mornings: *"I will not procrastinate today. It is unproductive. I have tasks to do, and I will write them down so I can decide which of them need to be done by 12 noon. My goal is to finish at least 2 big tasks and 2 small ones"*.

Action Tip 11: An affirmation for after the job gets done

Have a second affirmation that you can recite after you complete a task. *"I completed my task! I focused well and didn't allow myself to procrastinate. This translates to about \$150.00 that I can take to the bank."*

Consider attaching a monetary value to every task accomplished. This reinforces the belief that time is money. And when you make a final tally, you'd be surprised at what you end up with. Time can always be expressed as a savings or a loss.

Action Tip 12: If you slip back a few rungs, climb the ladder again

If you're a chronic procrastinator, you will experience problems staying on course for the first few weeks.

Old habits die hard. If you missed doing the three tasks yesterday, celebrate the progress you actually did make. Revise the list, and plan on doing them within a specific time frame. Don't dwell on what you failed to do, focus on what you are going to do to accomplish your tasks.

Keep moving forward and get to the top without looking back. Aim for completing four tasks today - three from yesterday and one for today.

Procrastination at Home Action Tips

Action Tip 13: Keep it simple

A primary step in simplifying your life is establishing an uncluttered way of living.

When your house overflows with objects, it tends to distract you. And too much distraction prevents you from thinking and acting intelligently, often leading to procrastination.

Go around your house and make a list of everything you don't really need and consider getting rid of it.

Action Tip 14: Ask family members to do an "inventory"

Ask your spouse and children to do an inventory of clutter. Stipulate that you need their lists in three days, no later. Explain to them why junk has to be eliminated from the house.

If you explain your intentions clearly, they will understand and would be more willing to cooperate. Tell them that the house needs a much needed airing, and when all the junk disappears, so will the distractions.

Action Tip 15: Encourage them not to replace old junk with new junk

It can be a vicious cycle. Just as we managed to clear the house of unwanted bric-a-brac, in come new ones. Explain to your family that there was a specific reason for clearing junk. Old clutter should not be replaced with new clutter. Encourage them to think twice before acquiring additional material possessions. Examples:

- Will I consult this book more than once, or is it just for one school assignment? Maybe I can borrow it from the library instead?
- Which tools haven't been used for 6 months? ... can they be sold or donated?
- Which clothes have not been worn for 6 months? ... can they be sold or donated?

As soon as the closet is half-full (and you can finally see the wall of your closet), you'll be inspired to re-organize your whole bedroom: dressers, night table, everything!

Action Tip 16: Review your household budget

Budgeting for house expenses is a chore many people put off indefinitely. For some, bills pile up and remain unpaid for weeks, and the only time they are jolted out of your complacency is when the utility company calls to advise them that the power will be cut off if the bill isn't settled.

It's not always because you need to earn more; often it's because your budget needs fixing. Nurse it back to health. Procrastinating will only make the problem worse.

Action Tip 17: With the help of family members, identify time wasters at home

Solicit the cooperation of the entire family and ask them to come up with potential sources of time wasters. Here's a handful:

- miscommunication
- misplaced objects and personal effects
- documents and papers not filed
- too many magazines and CDs strewn about
- mistakes
- indecision
- inefficient use of family vehicles
- too much TV viewing
- different meal times
- non-adherence to curfew rules
- friends who hang around indefinitely

Action Tip 18: Divide and delegate household chores

Obviously you can't do it all. So it's time for a strategy: plan a nice dinner for your family on one long weekend, and tell them in advance that you have something to announce.

At the end of the meal, tell them that you want to make some changes at home. Say that you've been procrastinating in doing some important chores around the house and that you need their support.

Bring up your divide and delegate plan, ask them for suggestions, and get everyone's commitment.

Action Tip 19: Decide on a division of labor and set up a chore chart

As the initiator of the plan, you must lead by example. If you committed to re-organize the cupboards and clean out the fridge once a week, do it. When everyone sees you're doing your part, they'll do theirs.

Set up a chart in the kitchen where everyone can cross out the task once it's completed. Check the chart once a week; tell them how pleased you are with their progress. If some members have been delinquent, ask them why. Don't scold, give them another chance. This chart is an effective way for you to identify the biggest procrastinators (they may need more support and supervision).

Action Tip 20: Get “buy in” and cooperation; begin with small chores first

Large jobs invite procrastination, consider dividing up the chore in small parts.

For example, if a necessary task is repainting the interior of the garage, job 1 is clearing the items off shelves and away from walls. Job 2 is scraping off peeling paint. Job 3 is patching and sanding. Job 4 is priming. Job 5 is painting. Job 6 is putting stored items back. These 6 jobs could be done over 6 weeks (one per weekend in necessary) and the person in charge of this task would not be overwhelmed.

Action Tip 21: Procrastinating can lead to major house repair bills

There are certain appliances we take for granted. If routine maintenance isn't exactly one of your favorite hobbies, motivate yourself by realizing that procrastination can lead to major house repair bills.

Here's an example: the water heater was working fine until one cold winter morning, everyone started shouting “There's no hot water!”

Experts say that water heaters need to be checked once every two years. Deposits collect at the base of the heater over time, interrupting with the smooth operation of the heating coils. Why wait for it to break down, necessitating costly repair or replacement bills?

Prepare a check list of appliances that need to be inspected and ensure that your maintenance records are in order.

Action Tip 22: It's a jungle out there

The yard/garden is one part of the house that everyone enjoys during nice weather. But spring arrives and maintenance is needed. Include the garden in your list of tasks for next spring. Remember to share the work: let someone take the lawn, someone else take the flower beds, another member the fence, and so on. Make it a communal effort.

Action Tip 23: Ask a financial planner to help you out

If dealing with your finances is a typical procrastination area for you, a financial planner could be an answer. Sit down with a planner: tell him how you owe, how much you want to save for retirement, what assets and liabilities are on your books - he'll do the rest.

Action Tips for Procrastination at School

Action Tip 24: Take your cue from the professor's lesson plans

On the first day of school, professors customarily hand out lesson plans for the semester or the quarter, depending on what school system you're in.

The lesson plans include the main textbooks to be used, supplementary reading material, project submission dates, and exam dates. Treat this lesson plan as your guide for avoiding procrastination. Academic procrastination can be disastrous if not reined in properly.

Action Tip 25: Use the lesson plan to identify the short and long term assignments

Professors are efficient creatures. They schedule out assignments appropriately so they too are not overburdened with term papers and exam booklets.

So professors mean business when they write “to be handed in by...” Use their lesson plans to arrange your own schedule. Take an hour or two and spend the time in the library reviewing all your lesson plans for the semester.

Map out dates with corresponding academic tasks, revising if necessary. If certain projects require extensive research, tackle those first. Last minute researching – procrastinating in other words – can impact your performance, grade and, more importantly, what you can learn from the course.

Action Tip 26: School’s a fun place to hang out, but...

Spending time with friends is an excellent excuse for postponing school work. When you’re spending too much time in the corridors, locker rooms or cafeteria discussing the weekend’s social activities, your academic work can lag behind.

Action Tip 27: School counselors are there to help

Faced with academic difficulties, students tend to procrastinate in asking for help because they’re either too shy or too lazy to ask for help. Take advantage of school resources like tutors and academic counselors before it’s too late.

Action Tip 28: My boyfriend’s in the same class and ...

If your current flame is in the same class, that’s fine, but don’t let that distract you so that the relationship encroaches on academic work. Arrange time apart for non-distracted study time.

Action Tip 29: Fight your own battles first

Another manifestation of procrastination is allowing others monopolize your time with discussions of their problems. Being a willing listener is one thing, but when you do this too often, it can be a form of procrastination.

Assess your motives. Do you listen to their problems so you can avoid school work or your own problems? Don’t use friendship or the Good Samaritan philosophy to procrastinate.

Action Tip 30: An ideal student, but he's doing way too much

The ideal student not only excels in academic work, but also in extra curricular activities.

There is a great deal of pressure to take on a heavy burden of outside of school activities. Be wary of over committing and stretching yourself too thin. Often we forget that we're in school primarily for intellectual pursuits.

Sports and humanitarian work come in second. But the admission that you can't do it all is the first step in avoiding procrastination. Don't fall behind your school work because you're being pulled in all directions.

And don't use your extra activities in school as the excuse for your procrastination. No one is going to earn your diploma for you.

Action Tip 31: Many committees, many commitments

This is just an extension of Action Tip 29 above. School officials who have programs or personal agendas will form committees and request student volunteers to steer these committees.

It's a great way for them to let their students do the research work for their upcoming thesis, or get students to assist in that charity drive they do every year.

As a student, you have to decide which committee will serve your goals best. And if you must get involved, then choose one, or a maximum of two committees, provided that you have time left to tackle your school work.

Don't let your committee commitments lead you to the path of procrastination. You'll have plenty of time for committee work when you graduate.

Action Tip 32: Break that term paper into small parts

Many students dread term papers.

If you tend to put off doing term papers, one way of avoiding procrastination is to divide the project into small parts. When you've set up the outline, pick out the

sections you think are the most difficult and begin your research. You can leave the easy parts for later.

Breaking a job into tinier segments is an effective way of taking immediate action instead of postponing it for later.

Action Tip 33: Turn that cell phone off

If you talk too much on your cell, you're not only using air time, you're using it to procrastinate from attending to that pressing academic project. Allocate 30 minutes during the day to stay in touch with friends, but try not to go beyond that time.

Action Tip 34: Don't live in the gym

Staying fit is important. Plus, the gym is a great way to unwind and...meet next Saturday night's date. Nothing wrong with toning those muscles, but have you properly prioritized this activity or are you using it as a tool for procrastination?

Action Tips for Procrastination at the Work Place

Action Tip 35: Your job description is your guide

Sit down and examine your job closely. Assess what the priorities might look like, and what the most difficult tasks will be, based on your past experience.

Then map out a navigation chart, with AVOID PROCRASTINATING as your guiding principle. Imagine different situations that might occur, and the relationships you need to cultivate and nurture that will help you accomplish your objectives.

Study the short term goals versus the long term goals. Remember: companies measure your performance using certain parameters. Make sure you are focusing your efforts against those measurements

Action Tip 36: Know who's who

Try to distinguish the supportive colleagues from the “blockers”.

It's easy to receive cooperation from the good ones, harder from the blockers or those who resent you. If hostile feelings are preventing you from doing an effective job, don't procrastinate because you dislike confrontation.

Deal with the problem.

Action Tip 37: Procrastinating can lead to tunnel vision

If you analyze a lot, you could get paralyzed and stay stuck analysis mode. This could lead to tunnel vision.

If you eliminate procrastination from your life, you avoid tunnel vision. As Jane Smith said, “there is always more than one way to get to where you want to be. Make the effort to look for the alternatives even if they are hard to find at first.” (*Successful Work Habits in a Week*, Hodder & Stoughton, 2002).

Action Tip 38: Learning to say, “No”

It's important to win your colleagues' collaboration, but you must learn to say, “No.”

Don't see the office as the place for cementing friendships. Stick to your agenda and do the work. Keep the emotions of your colleagues – and yours – at bay. Don't leave a task for which you are responsible undone just so you can offer a helping hand to everyone.

Action Tip 39: “We’re a great team!”

You have a great team? Good for you. Use it to your advantage. If your team members are performing to your satisfaction, you have more confidence in delegating tasks to them, freeing up considerable time for you to attend to your important duties.

Knowing that you have a team you can rely will make you procrastinate less. Delegate tasks based on each team member’s strength and limitations; it’s one of the more effective ways to obtain results.

Action Tip 40: “I’ve got some problems with my team”

It takes an exceptional leader to get everyone to cooperate and share the same vision. It’s your job to make sure that the team produces for the overall good of the company.

An unhealthy team mired in hostility and aggression is the # 1 barrier to productivity. Many managers have procrastinated in doing their jobs because the team is divided.

Lacking support is the sure way to procrastination, and procrastination equals non-productivity. If you’re busy putting out fires and mending hearts, you might be next in line for the firing squad.

Action Tip 41: “Urgent” is the flavor of the day

Unless you’re in the business of saving lives, then be wary of managers who say “it’s urgent.” It might be “urgent,” but is it “important”? Don’t get caught in the trap of somebody else’s “urgent” as an excuse for procrastinating about something on your “important” list.

Action Tip 42: Workplace safety

Companies must comply with government regulations and must ensure the physical well-being of employees.

If you notice that there are potential causes of accidents in say, the parking lot (e.g. broken bottles, ice, large potholes, sluggish security gates and card readers) report it immediately to the appropriate department. Don't wait for an accident to happen.

Action Tip 43: Meetings, meetings and more meetings

A meeting at which your attendance is not vital can be a procrastination displacement action used to avoid a task that is of higher importance. Make sure you are attending meetings for the right reasons.

Action Tip 44: “You’ve got 11 voice mails” and “you have 42 unread messages”

How much time would it take to go through all those messages? Voice mails and e-mails take you away from your main functions. Deal with the important ones and decide which ones can be dealt with this afternoon, tomorrow, and next week. And do file them away in a sub-folder so they don't take up visual space on your screen.

Some workers tend to answer each and every message they receive, since it's a great escape from the real task at hand. For non-urgent matters, devote 4:30 pm to 5:00 pm (when things begin to wind down) for answering non-urgent messages.

Action Tip 45: Are you a morning person?

Fitness trainers ask people this question a lot because exercising at a specific time of the day is an effective method for maintaining discipline. The same applies to the office. Know the time of day when you do your best work. If you're a morning person, tackle your difficult responsibilities when you're most energetic and productive: before lunch. Leave the less essential ones for another time.

Action Tip 46: Do what you hate most first

There are certain aspects of our job we don't like. But you need not let these unpleasant tasks derail you. If you make it a daily habit to tackle them first, they become easier for you to do and will build a satisfying feeling of self-confidence while eliminating time wasting and anxiety producing procrastination.

Action Tip 47: As Cy Charney says...

Cy Charney wrote "*The Instant manager*" (American Management Association – AMACON, 2004) and his thesis was on how to become an effective manager. One of his recommendations was to respect the time of your team members, just as they do yours.

Charney said, "Don't ask them to do things that others should be doing, unless it is an emergency. Don't continuously interrupt them unless absolutely necessary. Let them complete each task." Don't be an enabler of procrastination.

Action Tip 48: If you're stuck, ask

Procrastinating in asking for help won't solve anything, but swallowing your pride and asking for assistance can yield tremendous benefits. Not only do you get a problem solved faster, but it also is often considered a compliment by the person you have approached for support.

Action Tip 49: Water coolers, coffee areas and cafeterias

Lingering in the "break areas" to make small talk is a glaring form of procrastination.

Action Tip 50: Festive procrastination

Planning holiday parties, employee birthday celebrations, etc. can be a convenient excuse to escape the drudgery of memos and customer calls and filling out return merchandise account forms. Stay focused on addressing your priority tasks.

Action Tip 51: “Hey, did you hear about Mark and his girlfriend?”

If you try to camouflage your procrastination by pretending to be genuinely concerned about the gruesome details of the current office gossip, you’re only cheating yourself. Basking in the misery of others is counter productive to professional achievement.

Action Tip 52: Networking - career booster or displacement activity?

Networking, especially if you are very good at it, can be an important factor in your career growth. That being said, networking, as all activities, must be prioritized. If lower priority tasks that you enjoy continually supersede higher priority tasks that you don’t enjoy, then they are being used as a displacement activity for procrastination.

Action Tip 53: And if you’re no longer happy on the job ...

Don’t procrastinate about leaving and seeking better opportunities elsewhere, if you’re no longer happy on the job. If you and upper management no longer see eye-to-eye on your role in the whole scheme of things, then cut your losses (emotional losses included) and hand in your resignation.

If your salary is your sole means of support, then time your departure in such a way that you have another job waiting for you. Don’t let a regular paycheck or stock options or sheer convenience feed your procrastinating habits.

Action Tip 54: If you are interrupted often on the job, don’t sit down!

People like to mill in and out of private offices just to make small talk. They’re the classic procrastinators at work. If they enter your office uninvited and appear to be engaging you in idle chatter, here is Jane Smith’s tip (*Successful Work Habits*, Hodder & Stoughton, 2002): stand up and remain standing. And don’t ask your unwanted visitor to sit down!

Action Tips for Procrastination and Human Relationships

Action Tip 55: When it's over, it's over

Don't procrastinate about ending a relationship because you are worried about the aftermath. Procrastinating about ending a relationship that you know is over causes you:

- to deprive yourself of the mental freedom you need to concentrate on other aspects of your life,
- to deprive yourself of the opportunity to meet other people who share your interests and with whom you can have a meaningful relationship,
- to deprive your mate of the truth about how you feel
- to deprive your mate of the opportunity to meeting other people,
- to deprive your mate and yourself of the chance to find happiness again.

Action Tip 56: Married to your work?

In *Lives Without Balance*, Steven Carter and Judith Sokol (Villard Books, 1992) discuss the phenomenon of confirmed bachelors, male and female.

Striking a balance between work and play is still considered the ideal, no matter how sacred you think the work ethic is: "By now if you are unattached, it's probably overwhelmingly apparent that your lifestyle is not conducive to finding or forming a solid relationship. Whether you're male or female, you are simply so involved in your work that you don't have the necessary time or energy for dating...Yet you ache for a relationship.

Is procrastination barring you from a meaningful relationship?

Action Tip 57: Father issues? Mother issues?

One of the worst kinds of procrastination is when you carry resentment from childhood into adolescence and into adulthood.

Don't let your procrastination erode the relationship any further. If you can't deal with the situation yourself, don't procrastinate about seeking professional help.

Action Tip 58: "Come shopping with me"

Do you have friends/family members who seem to want to include you in all – and we mean all – of their activities? Often agreeing to a low priority activity is a convenient way to procrastinate and avoid a more important, more arduous task. Understand this and make decisions accordingly.

Action Tip 59: Health is wealth

Health conditions need immediate attention. Don't procrastinate in seeing a doctor to have the following checked: growths, tumors, change in appetite, consistent chest pain, numbness that doesn't go away, frequent dizziness, irregular bowel movement, loss of appetite, depression, blood in your stool, persistent coughing, unusual changes in the skin, or a general feeling of being unwell.

Action Tips for Procrastination in Self Improvement

Action Tip 60: Overbooked agenda driving you to procrastinate again?

Keep it simple. If you have too much to do, what hours are left for your health and fitness goals? Are you using your overbooked agenda as another excuse not to go to the gym or follow a nutritional regime?

If you procrastinate further, 5 pounds will become 10, then 15, and it gets harder as you add more pounds. It's much, much harder to shed those pounds when you get to 30 pounds overweight. Tackle the weight issue while the pound gain is still minimal and manageable.

Action Tip 61: Let's get physical

If you have a weight problem, if you stop procrastinating about weight loss, you can feel better on a number of levels. See which of these statements apply to you.

"I'd feel better if I lost weight because:

- I would like myself better. I'd be happier about my physical appearance.
- If I learn to like myself, my friends and family would like me better too. I'd be more positive about life, and I'd slowly build up my self-confidence. These qualities attract people.
- I'd be more comfortable in my relationships with the opposite sex. I would stop agonizing about what they're thinking of my weight. I want them to think of me as attractive, and pleasant to be with.
- My doctor would stop nagging me. My blood pressure, my cholesterol, and my blood sugar levels would be lower, and with some effort, I'd probably regain that old energy I had in my teens.
- My friends would respect me more and seek my opinion about their own problems.

The benefits are immeasurable, and if you stop procrastinating, you can take the first steps towards enjoying them today.

Action Tip 62: That new Pilates center might be worth a visit

"Bah...it's just a fad, it'll go away when a new exercise routine is invented." We detect a hint of procrastination in this statement. Even if it's just a fad, at least it's a healthy fad. Hop into the car and check it out. Most clubs will let you try out a week of free membership. You may not know it, but Pilates is producing stronger backs and more solid core muscles, and turning people into happy, pain-free individuals. Why hesitate? What have you got to lose?

Action Tip 63: *The gym can be a scary place*

Keep your focus on your fitness goals and don't let that fear become a procrastination excuse.

Action Tip 64: You've reached a plateau – at the gym

Even your fitness program needs re-hashing. If you stick to the same routine for more than 6 weeks, and you've got fitness goals to achieve, then don't let procrastination stand in your way of achieving those goals. One way to keep moving forward is to get a fitness trainer to help you.

Action Tip 65: Drab, boring hairstyle?

Hate your hair? How about a visit to a salon near you? Don't let fear of change be a procrastination point. Give your hair and your appearance the care it deserves.

Action Tip 66: Cosmetic surgery is an option

If you have a physical attribute about which you feel a change would boost your self-confidence, go for it. Researching the situation is one thing, but putting it off because of a fear of change is procrastination.

Action Tip 67: Did you make this year's list of 10 worst dressed?

If you are not confident in the image your attire portrays to the public, don't procrastinate about seeing an image consultant. Your brains and experience got you this far. Are you going to let your image set you back?

Action Tip 69: What's going on under the surface?

Addressing your outward appearance is one thing, but if you feel the need to address emotional and psychological needs, don't procrastinate. These problems are not going to get better by themselves; seek professional help.

Action Tip 70: Avoiding procrastination doesn't mean radical change

People procrastinate because they're overwhelmed by the enormity of what they're facing. To stop procrastinating does not mean radically changing your life, or suddenly switching from one profession to another.

As Carter and Sokol explain in *Lives Without Balance* (Villard Books, 1992), "There is usually a reason why we chose the work we did, have the friends we do, and lead the lives we lead. If you are like people, you don't want a different life; you just want to be able to manage the one you have."

Do bear one thing in mind. The more you delay, the more dissatisfied you can become with your life.

Action Tip 71: Stress: either manage it or stay away from it

Give this simplistic equation a thought or two: stress ▶ indecision ▶ more stress ▶ procrastination ▶ inaction ▶ greater stress ▶ illness

Action Tip 72: If you decide to manage your stress

You've heard the expression, "something's got to give." If you wish to deal with your stress more effectively, you'll have to cut back on some of your activities.

Make a decision now about what you can give up, so that you'll have some energy remaining for other challenges that come your way. Decide what is most important and take action.

Action Tip 73: Alcoholism is a serious problem

If you're drinking everyday and you're feeling helpless and desperate, and these feelings are leading you to drink more, you need help. Don't delay.

Action Tip 74: Drug dependency must be addressed

If your drug use is not under control, you could destroy not only your future, but also your family's future.

Stop procrastinating and seek a drug counselor or doctor's advice about where you can go. It's best to invest in drug rehabilitation now than to squander your life on a never-ending need for drugs.

Action Tip 75: Have you been meaning to write a book or blog?

Don't let the fear of rejection make you procrastinate. "What if it's not good enough?" "What if I'm a lousy writer?"

Heed this advice from Jeff Hermann (*Writers' Guide to Book Editors, Publishers and Literary Agents*, 2000): "In my experience, the most insurmountable walls are the ones in your heads. No rejection is fatal until the writer walks away from the battle leaving the written work behind, undefended and unwanted."

Conclusion Part Two

Procrastination means *losing* precious time, *wasting* valuable resources and *missing* life's golden opportunities.

Mastering your time and optimizing your resources are excellent remedies for procrastination. But they're not miracle cures, nor are they instant therapies. Only you can manage the absence of productivity in your life.

You can surround yourself with experts who excel at multi-tasking, time management and all these nice-sounding principles emanating from the Harvard School of Management, but if you don't act on their advice, procrastination will not disappear – ever.

If you just keep thinking things out without doing, then you're only cheating yourself. The doing is the most important. For it is in the doing that you produce results you want.

It is in the doing that you discover hidden sources of your creativity. It is in the doing that you gain momentum. It is in the doing that you become a refined problem-solver. And the more you do, the quicker you become.

Once you've learned not to procrastinate in most aspects of your daily life, success is only a step away.

In the words of Thomas Edison: "If we did all the things we are capable of doing, we would literally astound ourselves."




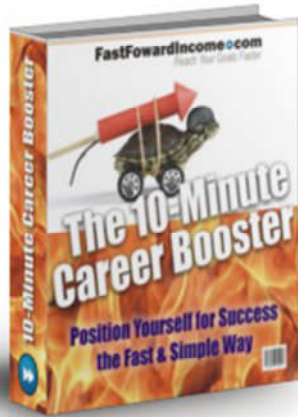
R. Scott Frothingham

www.FastForwardIncome.com

A Resource for Entrepreneurs,
Managers and Sales Professionals

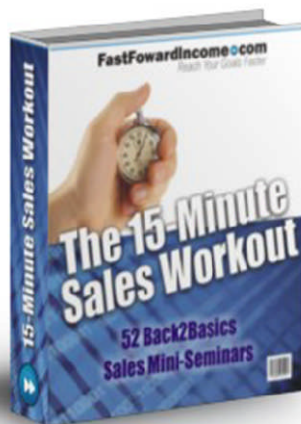
Fastforward Your Success with the 5 Ebook collection: ">>Success Classics",
">>Strategy Classics" and the 5 Ebook collection: ">>Marketing Classics"
at www.FastForwardIncome.com.

 **FastForward Your Success**
with tools only available from the FFI Store at
www.FastForwardIncome.com



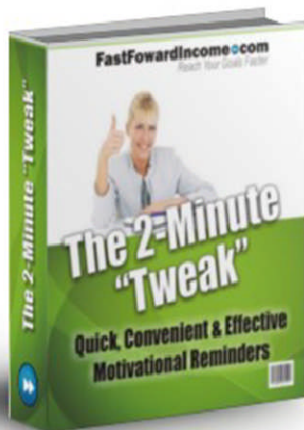
10-Minute Career Booster™

A 52+ week program that positions you as a credible expert to your customers, co-workers, bosses and investors to expand your opportunities within your current situation and beyond!



15-Minute Sales Workout™

- Improve Confidence and Competence
- Increase Client Acquisition and Customer Retention
- Produce More Consistent Sales Results



2-Minute Tweak™

An incredibly quick, easy and effective way to positively position yourself and your company with customers/prospects and/or keep your team focused.

FastForwardIncome.com 
Reach Your Goals Faster

About This Material

The legal department says I have to include all sorts of disclaimers with our products. And that's OK, 'cause I don't mind making it clear that information – no matter how good it is – isn't a guarantee of success; it's what you do with the information that makes the difference. That being said, if you think that our products will automatically make you successful or increase your income just because you bought them, please apply for an immediate refund. You have to work to succeed in anything and I'm neither going to hide from or apologize for that. The great results achieved by many of the folks who have invested in this material aren't necessarily typical and yours could and probably will vary. Maybe you'll do better than they have ... who knows? In the end, you may not advance your career or income at all. Being in business is tough, it's possible you might even lose money. Know that before going in, because if you're looking for some sort of magic bullet that guarantees success without putting in the time and effort, I'm sorry but this isn't it.

Needless to say, the legal department indicated that my explanation wasn't exactly what they had in mind, so they insisted that, along with the legal notice at the beginning of this material, I also include the following Disclaimer and Terms of Use Agreement:

The author and publisher have used their best efforts in preparing this material. The author and publisher make no representation or warranties with respect to the accuracy, acceptability, fitness or completeness of the contents of this material. The information contained in this material is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this material, you are taking full responsibility for your actions.

Every effort has been made to accurately represent this product and its potential. However, there is no guarantee that you will improve in any way using the techniques and ideas in these materials. Examples in these materials are not to be interpreted as a promise or guarantee of anything. Self-help and improvement potential is entirely dependent on the person using our products, ideas and techniques.

Your level of improvement in attaining the results claimed in our materials depends on the time you devote to the programs, ideas and techniques mentioned, knowledge and various skills. Since these factors differ according to individuals we cannot guarantee your success or improvement level nor are we responsible for any of your actions.

Many factors will be important in determining your actual results and no guarantees are made that you will achieve results similar to ours or anybody else's; in fact no guarantees are made that you will achieve any results from the ideas and techniques in our materials.

OK, now that the lawyers have said their piece, let me sum up by reminding you that *you are the person responsible for your success* ... so ... go out there and do something extraordinary!