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## Identify your triggers and work towards tackling the tasks

- Admit that you are procrastinating.
  - It is important to take a look at your list (if you are a list maker) or however you keep track of your things and honestly assess where you are avoiding getting started on things that need to get done.
  - It is important to acknowledge the emotions behind why you are procrastinating.
  - Examples of things we tend to avoid:
    - ↑ Anne: Making phone calls. I really just don't like the phone. So, things like following up, or making appointments, or discussing something that can't be done via email/text, I tend to procrastinate because usually these will take up time I don't feel like allotting or there is drama involved. I put these things on my calendar as all day tasks and I don't take them off until it is done. Eventually, I get tired of seeing it.
    - ↑ April: I still find myself avoiding things that I 1. just don't like to do, 2. feel like a waste of my time, or 3. are hard for me.
- Do one thing to get the ball rolling and then do another thing.
  - If something feels daunting this is where many will stall. The more things sit on your list (or in your mind or your gut or your subconscious) the bigger they get and then the longer we put them off. It becomes a viscous cycle if we aren't careful.
  - Once you admit you are procrastinating, you have to step into action as quickly as you can. There are some things that can help you get over that hump, and that are often the things that hold us back:
    - You don't have to do it all at once. Baby steps!
    - You don't have to do it yourself. Hire someone!
    - You don't have to have all of the answers. Enlist others!
    - Ask yourself "what can I do now" until you get to something you can do now. Then schedule it in. Do this once you get the original ask so you have time to schedule the steps. This will help you make progress.
- Don't start multiple things on your procrastination list at the same time.
  - This might seem counter to the previous point, but it is not. The items we procrastinate most are often rigged with anxiety. There are times in life when you have to have multiple balls in the air. This should not be one of them. You need to start one thing and then see it all the way through, and then start another when you have the mental capacity to do so.
  - We have to fill our cup in order to have the bandwidth to do the things that we procrastinate. And this might sound SUPER silly when you think about things that are seemingly "easy" to get done. But it doesn't matter. It goes back to your triggers. We all have things that we procrastinate because we do not want to do them. So we need to take the time to get back to relief/joy/mindfulness/whatever you call it so that we can be efficient and productive.
  - Try not to do too much. Give yourself mini-goals. But then stop if you feel your energy being depleted too much. It helps with the overwhelm. Set realistic deadlines too. Give yourself multiple formats to work on something.
- Reward yourself for overcoming procrastination.
  - Try setting a timer. Then tell yourself, if I get X done, then I get [fill in the blank] - a glass of wine, the same amount of time to read a book or sit outside or just take a break. This might seem silly, especially if you don't feel like the accomplishment you made was all that impactful or large. But if we can give ourselves a little grace this process can go so much better!
  - On one hand, we shouldn't beat ourselves up for procrastinating - as we said at the beginning, we all do it. That is why the topic keeps coming up. It is part of being human.
  - BUT if we can have some light at the end of the tunnel, or better yet, something we enjoy to look forward to, it can help keep us on track even more. Depending on the size of the challenge/deliverable, we might need multiple reward phases.

