

Essential Tips

courtesy of Co-Op Education Centre & Job Placement Centre

Overcoming Procrastination

By Destenie Chua





#1: List Your Priorities

- **Decide what is important to you**
 - Be clear on what is important to you.
 - Ask yourself, "If I could only focus on one thing in my life, what would it be?" – The answer will be your Top Priority.
- **List 4 others to complete your list of priorities**
 - Examples of aspects that may be of importance are:
 - Career
 - Health
 - Education
 - Family
 - Finance

"Most of us spend too much time on what is urgent and not enough time on what is important."
— Stephen R. Covey



#2: Spot Your 'Friendnemies'

- **Know who are the 'friendnemies' blocking you from success**
 - 'Friendnemies' are what we call your enemies who are disguised as friends.
 - They may give you what you think you need, but hold you back on what you should be doing.
 - i.e. TV, social media sites (Facebook, Twitter, 9Gag, etc.) and blogs
- **Identify them and make a list of your Top 5 worst enemies.**

"Concentration
is the secret of
strength."

– Ralph Waldo
Emerson



#3: Do Less

- **Do things that matter most**
 - Learn to slow down.
 - See what needs to be done.
 - Focus on it.
- **'Less is the new more'**
 - Rather than doing more things of lesser value, **do lesser things with more value.**

"Lack of direction, and not the lack of time, is the problem. We all have twenty-four hour days."

– Zig Ziglar



#4: Follow the 'Two-Minute Rule'

- **What is the Two-Minute-Rule?**
 - When something comes up that takes less than just two minutes to complete, just do it. This will help prevent your to-do-list from piling up.
 - It will give you more time for new ideas and tasks. As you do not have to take out precious time for any two-minute tasks, you will have more time for other projects.

"Procrastination is like a credit card; it's a lot of fun until you get the bill."
-Christopher Parker



#5: Find Your Reason

- **Understand that behind an action, there is a reason**
 - Most times you know why you are doing something, other times your reason might be driven by someone else.
- **Why is it important to have a reason behind every action?**
 - Your reason will be your motivation to keep going.
 - ‘Why study for this exam?’ or ‘why graduate from this course?’ - **Without a reason, these things would never be done.**
- **Think of the bigger picture and see the result of your procrastination.**

“Are you using
your time
wisely?”

Tune in next week for more

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