

9 Simple Strategies to Tackle Procrastination



Acknowledging the problem

To beat procrastination, you need to face it first. Be honest and admit that you're putting things off. Knowing how procrastination affects you specifically is a big part of stopping it. After you recognize the problem, make a plan to fix it.

01



Motivation & self-discipline

Motivation comes from clear goals and understanding their importance. Self-discipline involves prioritizing tasks, following through on commitments, creating a productive environment, and avoiding procrastination triggers. These two elements work together to help maintain focus and make progress towards achieving goals.

02



Breaking down large tasks into smaller steps

Breaking a big task into smaller parts makes it easier to start and finish. Smaller steps help you feel like you're making progress, which keeps you motivated. It also makes it easier to see how to get the job done and keep track of your progress. Breaking down tasks makes them less scary and helps you overcome procrastination.

03



Setting realistic goals & prioritizing tasks

Setting clear, achievable goals and focusing on the most important tasks first helps overcome procrastination. This makes it easier to see what needs to be done, stay motivated, and use your time effectively. By having a plan and focusing on what's important, you can avoid putting things off and make progress towards your goals.

04



Dealing with distractions

Distractions from external environment or internal thoughts can trigger procrastination. To deal with distractions and overcome procrastination, you can: turn off distractions, find a quiet place to work, use productivity tools, stay organized, take breaks, and practice being mindful. These strategies can help you stay focused and get things done.

05



Avoiding perfectionism

Perfectionism can lead to procrastination, as high expectations & a fear of failure can make it hard to start or complete a task. To overcome this, set realistic expectations, focus on progress rather than perfection, embrace failure, prioritize completion over perfection, & celebrate small wins. By changing your mindset and focusing on progress, you can overcome procrastination.

06



Establishing a routine & scheduling your day

Having a daily routine can help you stop procrastinating and get things done. When you have a routine, you know what you need to do & when. This helps you focus, feel more in control and avoid getting overwhelmed. It also helps you build good habits, like waking up at the same time every day or doing important tasks first thing in the morning.

07



Taking breaks & rewarding yourself

Taking breaks & rewards can help you fight procrastination. Breaks help you rest & be more focused when you go back to work. Rewards make you feel good about what you've done and keep you motivated. It's important to celebrate even small successes so you stay positive.

08



Seeking professional help & support

Professional help from a therapist or coach can help young professionals overcome procrastination. They can provide tools, strategies, and a safe space to discuss challenges. A professional can help build self-awareness, develop a plan, and increase motivation & confidence by holding one accountable.

09