



**Bitesize Coaching**  
Beating Procrastination



## Bitesize Coaching

### Beating Procrastination

Thank you for downloading this brief coaching guide. I hope you will find it useful. It is designed to get you thinking a little about your current situation and where you'd like to be.

#### Your Ideal Situation

- You make decisions easily and efficiently.
- Decision-making is stress free.
- You set about tasks promptly and get them done.
- Your personal productivity and time management improve.

#### Signs You May Be Procrastinating

- You put off doing things.
- You find it difficult to make decisions.
- There are always excuses that prevent you doing something.
- You feel like you are deceiving yourself about what you need to get done.
- You spend a long time planning, but never get round to doing.
- Activities you enjoy automatically take precedence over important things.

## Useful Strategies

1

Be aware of when you start procrastinating and be honest with yourself. Turn, "There'll be plenty of time to do it later", into, "I really ought to get on with this now".

2

Set yourself specific goals and break them down into small, manageable steps so that nothing seems daunting.

3

Draw up a schedule of what needs doing, when you will do it and how long you realistically expect to spend on it. Prioritise what needs doing first!

4

Know exactly what the benefits of a task are and why you are working to achieve it. What do you get out of it?

5

Imagine you've completed the task. How good does it feel, knowing you have completed what you set out to do?

6

If it's something you're struggling with, promise yourself you only have to work on it for a few minutes at a time. That doesn't sound too bad, does it? The truth is, once you start you will most probably spend a lot longer on it. This is a great tip for taking that first step!

7

To help you make decisions, list the advantages and disadvantages of a course of action, along with the benefits of getting it done. Hopefully, these should massively outweigh the benefits of not doing it!

8

Reduce the distractions around you. For example, turn off your phone, close your door and let people around you know that you don't want to be disturbed. Find ways to help you concentrate and focus.

**Performance = Potential minus Interference**

(What you achieve equals what you're capable of, minus the effect of what distracts you!)

# 9

Remember that whatever the situation, you have a *choice* in how you respond. Say to yourself, "I choose to complete this within x amount of time." By doing this you're now playing by *your* rules.

You are always in control of your responses, as there is very rarely a situation when you can't exercise at least a certain amount of will power.

## Resources

Here are a couple of tables to help you.

Writing things down is important because it connects you on a personal level with your task. Something on paper is a lot harder to argue against than a vague idea in your mind!

Task	Start Time	End Time
1.		
2.		
3.		
4.		
5.		
6.		

Action	Advantages	Disadvantages	Overall Benefits

Procrastination is a habit that absolutely can be overcome. Be open to change, but be kind to yourself and don't be self-critical for slipping back into old ways. Just be aware that you're doing it and gently reassert your new, focused way of thinking. The main thing is to actually *do* something, not get stuck in analysis paralysis!



*"My advice is to never do tomorrow what you can do today. Procrastination is the thief of time."*



(Charles Dickens)

This is not a definitive guide to beating procrastination, rather a few thought-provoking ideas. Some may appeal to you more than others and, hopefully, you will come up with ones of your own. Please remember that you remain responsible for your actions at all times.

**Good luck in your discoveries!**

If you enjoyed this guide and would like to find out more about coaching, please get in touch to schedule a Discovery Call.

**or**

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