



# BEATING PROCRASTINATION TO BOOST PRODUCTIVITY

Procrastination is the thief of time, they say. It can wreak havoc with your productivity, and get in the way of your achieving your goals. Thankfully, there are several science-proven ways to beat procrastination effectively.

## 01 Understand yourself better

Sometimes it helps to make sense of why you procrastinate in the first place. Ask yourself: is it because the tasks are boring? Are you afraid you won't succeed? Do you come up against a wall? Are there too many distractions for you to complete your task?

Once you can identify the problem, you ought to be more able to figure out how to solve it.

## 02 Pick just one task

How do you eat an elephant? One bite at a time, yeah?

Sometimes we feel overwhelmed by the mountain in front of us, but just taking a single step in the right direction will put us on the way to completing it all. Pick a small task and give yourself a deadline to complete it. That's the first step. Do it again after a break, and keep up the routine. Don't do anything other than focus on the task - no emails, no phone calls, no other distractions.

Your elephant will be eaten before you know it.

## 03

### Train your brain

If you struggle with distractions, make sure they're eliminated and your brain won't have to compete with too much stimulus. Set up your focus as best as possible.

Have a treat ready for after you've completed the task, such as a fresh cup of coffee or your favourite snack, or watch a funny video – whatever it is you see as a reward. The brain is wired to respond to reward stimulus, but – and this is crucial – the reward should come only after you've done what you set out to do.

## 04

### Build your abilities

Beating procrastination is a skill you'll need to keep developing, like a muscle you need to keep exercising. Our brain tends to take the line of least resistance, and this can make us lazy. It will impact on our productivity, unless we find a way to make the task doable. Find what works for you and stick to it. Set your specific goals and make reasonable deadlines, with just enough challenge so that you actually need to work.



*If you or your loved one needs support during this time, reach out to your ICAS EHWP via your toll-free number or the ICAS On-the-Go App to seek counselling support.*

Toll-free:

(from land and mobile phones)

Or request a call back: **\*134\*905#**

Company App Code:

Applicable to you and those who live under your roof

#### References:

<https://www.forbes.com/sites/vanessaloder/2016/04/15/10-scientifically-proven-tips-for-beating-procrastination/?sh=137d56f2296a>  
<https://www.lifehack.org/articles/featured/11-practical-ways-to-stop-procrastination.html>