OVERCOME PROcrastination

Take a look at yourself

CLARIFY YOUR PERSONAL GOALS

☑ Articulate and write down your personal goals. Post them on your door, mirror, notebook -- so you'll see them frequently.

☑ Be sure the task you think you "should" do is one that is really important to you, that leads to your goal. If your actions aren't in line with your intentions, perhaps you should change your intentions: "I said I'd study history now, but it's more important to rest after my test today. I'll plan to do it tomorrow morning."

ACCEPT YOURSELF

☑ Give yourself time to change.

☑ Expect and forgive backsliding.

☑ Give yourself credit for anything you do.

☑ Forgive yourself a lot.

CHANGE YOUR ATTITUDE

☑ Do you feel that the world is too difficult? That you are inadequate to meet its challenges? Do you expect perfection from yourself and others? Are you convinced that disaster hinges on your actions? These are immobilizing, self-defeating, avoidance-producing attitudes and beliefs. Recognize them as such, and use them only to the extent that they are helpful. Don't indulge them and don't believe them! Replace them with self-enhancing beliefs and attitudes.

☑ Remind yourself of the negative emotional and physical consequences of procrastination.

☑ Concentrate on little bits and pieces of your project; don't think "all or nothing."

☑ For a day, pretend that you are a well-organized non-procrastinator. Imagine how you would think and behave. Then behave and think that way ... even if only for a few minutes at a time.

☑ Value your mistakes; don't judge them. What is curious, useful, interesting about them? What is worthwhile?