



Learn the 5 most common Reasons why People procrastinate and how you can free yourself from it so you can just go for your Goals!

Learn these profound and simple Techniques and get started on the Road to Success Today!

Procrastination is the number one dream killer and one of the biggest performance inhibitors in business. Imagine what would be possible for you if you knew how to use your mind in a way that allows you to simply overcome procrastination and get on with it! Read on to learn about what happens in our minds when we procrastinate how to overcome it. I have gathered for you the most effective and proven ways that highly successful people, who know how to take charge of their mind resolve their procrastination and just go for it. I have seen these techniques working time and time again. Give them a good go and you will be amazed at the outcome!

1. I'm overwhelmed with all that there is to do and I just don't know where to start!

It's a classic set-up that leads to procrastination: you have ambitious goals, you have a lot on your plate, and you feel stretched to the limit by everything that you have to keep track of in your head. And amongst all those 'to do's' you have a small problem that's preventing you from getting a task done, but you just don't know how to solve it! And one thing seems to lead to the other, "I can only tackle this if I have solved this other problem, but I can't solve that one because it relates to the next one...". This is often the thing that tips your work/life balance over the edge. So you procrastinate because you are not sure where to start as everything seems interconnected.

Solution: Mind map all your projects and the tasks that have to be done for it. Mind mapping can put your projects into perspective and allows you to clearly see where the problem is that tips your scales – and often reveals that the amount of brainpower you allocated to the anxiety around solving it is significantly out of proportion to the magnitude of the problem. Making your to-do list visual in a non-linear way suits your mind and is a great way to plan your way out of procrastination. Our mind doesn't work in a logical sequence but in patterns. This small change alone can break procrastination and get you going. The mind map will also help you to see a useful sequence for the tasks.

Another helpful hint is to put yourself into someone else's shoes, preferably someone who you admire for their resourcefulness and persistence: what would they do? For example: I could not work out how to send out my newsletter in the format I wanted so procrastinated and missed my deadlines. When I put myself into my mentor's shoes, I gained access to a new resourceful state of mind and I realized I should I have outsourced it from the start – and spared myself the stress!

2. It's a tedious and boring task.

In life, there are always going to be tasks or projects that just won't appeal to you; as for me, I absolutely dread keeping track of payments and doing taxes. Procrastination is



easy to succumb to because the tasks conjure up feelings of dread or boredom; therefore, your unconscious mind goes straight to work on finding avoidance tactics. Years of evolution has taught our brains to move towards pleasure and away from pain. If something is perceived to cause us pain – like doing the boring tax return – we will do everything in our power to avoid it.

Solution: Reprogram your perception of the task or project at hand. Think of the task and pay attention to what image appears spontaneously in front of your internal eyes. Do you see yourself in the middle of doing it? For example, if it's filing that needs to be done, do you see yourself doing it, with all the piles of paper surrounding you as though it is a never-ending task? This is very common for tasks we procrastinate on doing. This next part might seem odd: is that mental picture black and white or in colour? Bright or dim? Do you see yourself in the picture or do you look through your own eyes? What do you say to yourself about the task and in what tone? Chances are it is something like "I should really do this now..." in an unenthusiastic tone. These aspects are the ways our unconscious mind gives meaning to things and decides whether this task is in the "like it" or "absolutely can't stand it" file.

Now do this: Change that internal image to that positive stage where you have just completed the task, making sure that the image is colourful, bright and see yourself in the picture like on a movie screen. Have the image come close to your internal eyes so that it's nice and big. Say something positive to yourself in an upbeat tone like "Let's get this done, it'll look great!" How do you feel about it now? Can you feel that new surge of motivation coming on?

3.The task or project is uncomfortable, so I avoid doing it.

You may be procrastinating when it comes to delivering bad news to family, friends, or team members. For example, if you need to give a bad performance review to an employee with whom you have a positive relationship, chances are you'll try to avoid it at all costs. This is a very common problem in business. Again, it all boils down to how our minds evolved to welcome pleasure and shun pain.

Solution: Ask yourself what it really is about the task or project that makes you uncomfortable. What specifically? This is like zooming in on the problem with your camera and getting very concrete about it. You may find that once we have clearly verbalized the actual problem, and there is a clear image of the discomfort point, the discomfort shrinks back into proportion. Most people don't do this and as a result live in a constant 'haze' of negative images and emotions around the task. Do it and the haze will clear quickly!

Once we are clear about what exactly is causing the problem, we can solve it more easily - for example, you may be feeling uncomfortable about giving that review because you're afraid of hurting the person's feelings. Ask yourself these questions: What would happen if you didn't tell them? Which alternative causes the bigger problem? What really will happen if you do? What is it about the way you would put it to them that may hurt their feelings? What can you specifically do to change your approach so it is easier for that team member to handle? You will find that once you think in concrete scenarios and change your perspective, it will get easier to move forward



Sometimes this kind of behaviour is a result of limiting beliefs or emotional blocks you hold as a result of your past, e.g. you have memories of being treated badly by a past boss or teacher and how embarrassed and hurt you felt. In that case this kind of procrastination will more than likely become a pattern in your life which shows up in different guises. You may benefit from seeing an NLP Practitioner to help you remove the blocks and completely clear that procrastination pattern.

4. I just can't get into the habit of doing it regularly.

A classic example of causes for this type of thinking is maintaining a routine of exercise or healthy eating. How often have we told ourselves that we will start tomorrow – but never really get started? Often it is something we think we *should* do but don't necessarily have the emotional pull to do; therefore, we find other things that become more important than going to the gym or buying healthy groceries.

Solution: Be clear about how this activity relates to a goal that has significant emotional pull for you, like fitting into a beautiful dress, being fit enough to enjoy playing with your kids, etc. Be sure to make the goal realistic – for example, don't set a goal of losing 5 kilos in a week! Define a first stage goal and make it easy for you to achieve it. Once you've met that goal, use the momentum to propel yourself to the next stage. An important note: make sure your goals are alive! You want to be able to imagine yourself having it and what it's going to be like. Have a specific benchmark for success. Many people fall into the trap of never feeling like they were good enough because their goal posts always move - this is a great recipe for feeling inferior, stressed and often leads to procrastination (and is also often an underlying reason for depression)!

You have probably heard that it's good to be making the task as enjoyable as possible by getting an exercise partner or finding healthy foods that taste great. It is particularly important to have a set routine and schedule it into your diary like any other appointment – if it's on your calendar, you'll be less likely to skip it.

Additionally, do things you want to make a habit as early in the day as possible (like exercising early in the morning before work); research has shown that people who exercise early mornings have a much higher success rate in sticking to the routine than people who exercise later in the day.

And remember to picture yourself having completed the activity, while making sure to focus on the enjoyable parts!

5. I know that it's important in the long run, but it just keeps going into the "too hard" basket.

Let's say you've started your own business. You've set yourself an ambitious goal of maintaining a certain amount of income from your business, keeping in mind to break down the goal to see what needs to be done in order to achieve it. You get started and before long, you realize how much work is actually involved in achieving your goal. You start to feel a little discouraged as you look at the perceived mountain of work that stands between you and your goal - and it's paralyzing!



A business coach once told me that “people tend to overestimate what they can do in a year and underestimate what they can achieve in 5 years.” While being focused on the goal is a good thing, our unconscious can’t process the fact that there is a timeline with milestones between now and the day you finally achieve your goal. For our unconscious mind it looks as if it all needs to be done right now. This is exactly the kind of thought that leads to procrastination.

Solution: Rather than focus on the gap between your current situation and the goal and the mountain of work to bridge the gap, focus what you can do today that will get you one step closer to it. Do that every day and eventually your incremental improvements will compound and pay off big time!

Also, focus on the lowest hanging fruit: do a task that is easy and will get you an immediate result before doing anything else, as the success will propel you forward. For example, if you want to boost your sales, you’ll need to establish new systems - but the easiest thing you can do is to call 3 clients/ business alliance partners *now* to get some work *now*. The money you will get from completing that task will allow you to focus on establishing new systems and getting the assistance of others to get the job done!

You have probably realized by now, that the suggestions you have read here are not rocket science, they are simple and straight forward and yet a lot of people don’t use them. I promise you that if you use them consistently, procrastination will be a thing of the past!

Take the first step, analyze the root cause of your procrastination and choose a technique from the above to tackle it!

I would love to hear how you went, please drop me a line...

Warmest Regards
Yvonne

P.S. If you would like professional assistance in getting things on track and being equipped with the right techniques for your individual circumstances for now and in future, please contact me on 0401 910 675 or Yvonne@lifeleaders.com.au to arrange a coaching session. Just mention this report to get a special rate!