

Overcome procrastination



SELINA MAN KARLSSON



“If it weren't for the last minute, nothing would get done.” — Rita Mae Brown

SELINA MAN KARLSSON

What is procrastination?

Procrastination is the avoidance of doing a task that needs to be accomplished by a certain deadline.

It could be further stated as a habitual or intentional delay of starting or finishing a task despite knowing it might have negative consequences.

- Wikipedia

Why do you procrastinate?

Time inconsistency
We value immediate
rewards more highly
than future rewards



SELINA MAN KARLSSON

Why do you procrastinate?

When something is too easy (or boring) or too hard

“The Goldilocks Rule states that humans experience peak motivation when working on tasks that are right on the edge of their current abilities.

Not too hard. Not too easy. Just right”

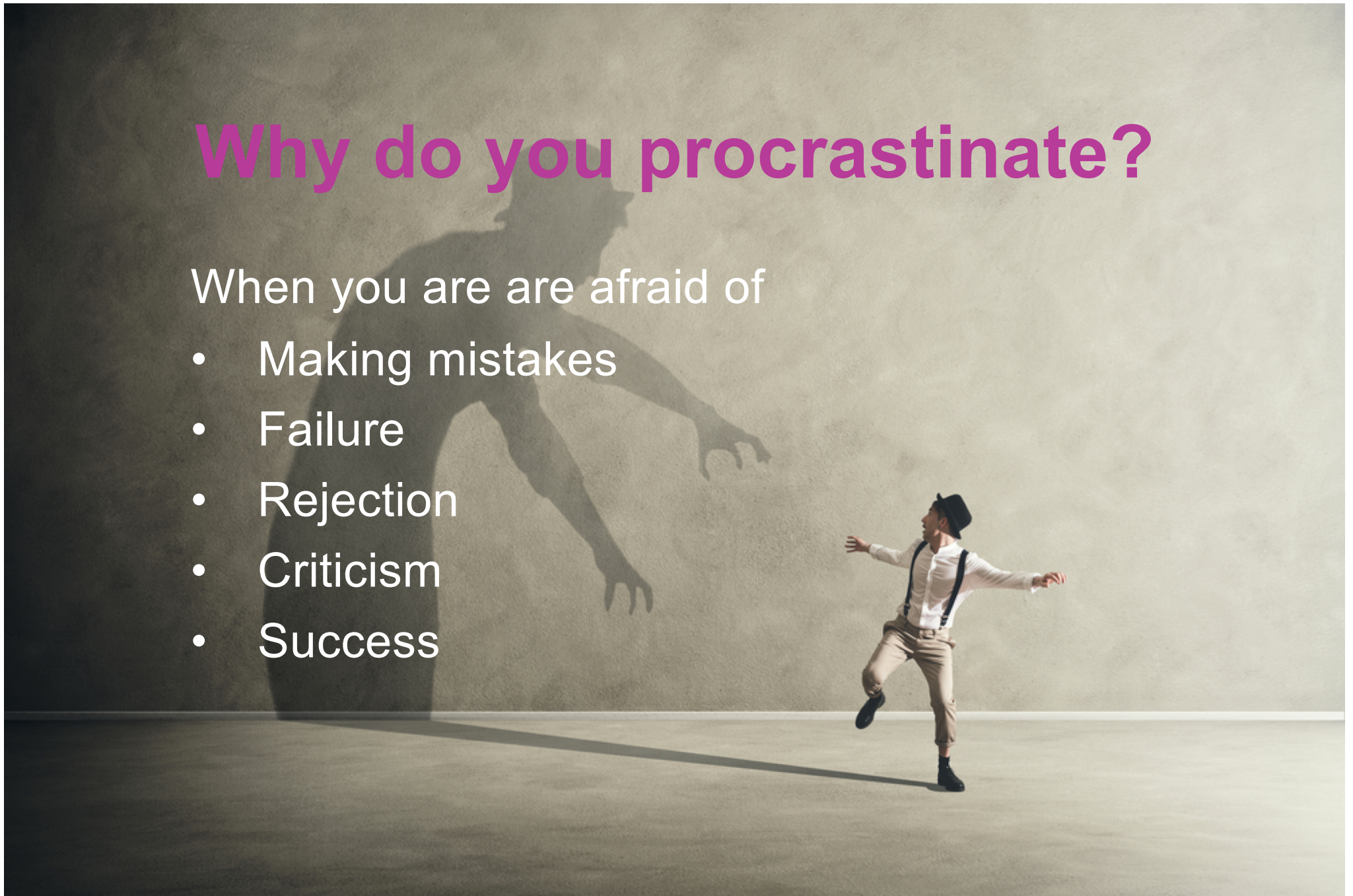
– James Clear



Why do you procrastinate?

When you are are afraid of

- Making mistakes
- Failure
- Rejection
- Criticism
- Success



SELINA MAN KARLSSON

Why do you procrastinate?

When you are feeling overwhelmed

When there is too much on your plate, sometimes you end up not doing anything



SELINA MAN KARLSSON

Be Kind to yourself



SELINA MAN KARLSSON

What can you do?

Ask questions and become aware

- What tasks am I putting off?
- Why am I putting them off?
- What do I do instead?





Understand yourself

4 tendencies test

- Upholder
- Questioner
- Obliger
- Rebel

Source: Gretchen Rubin 4 tendencies test


SELINA MAN KARLSSON

Be Kind to yourself



SELINA MAN KARLSSON

Use of Language

- 
- ~~— I should...~~
 - ~~— I have to...~~
 - ~~— I need to...~~
 - ~~— I can't...~~
 - ~~— No, but...~~

- > I choose to...
- > I want to...
- > I get to...
- > I love to...
- > Yes, and

SELINA MAN KARLSSON

Dealing with Overwhelm

- Brain Dump
- Eisenhower Matrix
- List 3 tasks

SELINA MAN KARLSSON

Be Kind to yourself



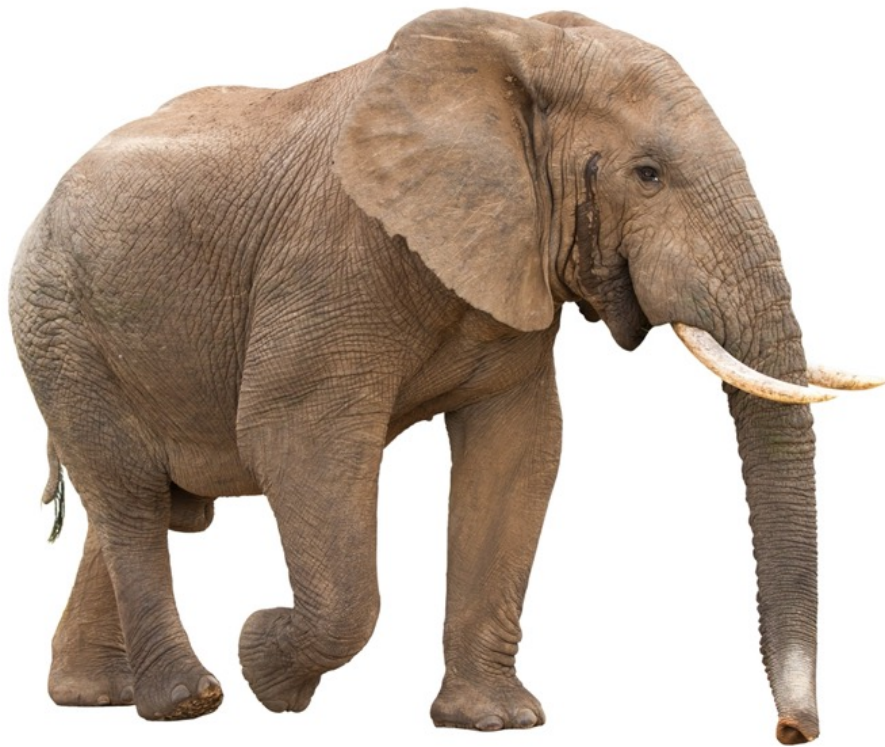
SELINA MAN KARLSSON

Eisenhower Matrix



SELINA MAN KARLSSON

Task too big or difficult?



- Ask for help
- Divide into smaller tasks
- Get started with the easiest task

Ivy Lee Method

List 6 tasks for day

- Start with first task
- Only move onto next task once first is completed
- Move uncompleted tasks to next day



Eat that Frog!

“Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day.”

– Brian Tracy



An open, empty cardboard box is positioned on the left side of the image. The box is made of brown corrugated cardboard and is laid flat, showing its internal structure. The background is a dark, textured surface with a wood grain pattern, possibly a wooden table or floor.

Timeboxing

Parkinson's Law

A task fills the
time you give it

SELINA MAN KARLSSON

Pomodoro Technique

Getting started is often the key!

1. Set 25 minute timer
2. Work on task *
3. Take 5 minute break
4. Repeat the cycle



* You're not allowed to do anything besides the task. No getting drinks, no distractions, only the task!

SELINA MAN KARLSSON



“I never put off till
tomorrow what I can
possibly do
- the day after.”

- Oscar Wilde

SELINA MAN KARLSSON

Summary



- Be KIND to yourself
- Understand why you are putting off tasks
- Get to know yourself
- Use different productivity techniques

SELINA MAN KARLSSON

I invite you to...

1. Experience Rapid Transformational Therapy to overcome procrastination on the 19th August 2020. (Free workshop)

www.selinamankarlsson.ch/procrastination

2. Download the slides at

www.selinamankarlsson.ch/ubs

Contact

Selina Man Karlsson

www.selinamankarlsson.ch



SELINA MAN KARLSSON