

Managing Time and Workload Series

Simple Tips for a Stress Free Day

Stop Procrastinating

Procrastination stems from habit – develop new and better time management habits:

Unpleasant tasks:

If you have an unpleasant task to complete or a task that you are simply not looking forward to beginning - Do It Now! Nothing wastes time more than small and insignificant tasks we suddenly see as vital when an unpleasant task is due completion. See this for what it is – avoidance. Complete unpleasant tasks first! You'll be surprised at how bright the day ahead seems once it's complete and how less challenging it feels once you have started and taken that first step.

Complex Projects:

Break down into smaller manageable tasks and start on the first no matter what.

Indecision:

Create a deadline for making the decision – share it – set criteria for making it and stick to it!

Fear of Failure:

Develop a clear mental picture of the finished task and maintain focus on the end result. Remind yourself of the good feeling you will enjoy when it is finished.

Perfectionism:

Is it realistic to believe that we can complete every task to our 100% satisfaction? When is 80% good enough?

