

GET IT DONE

SELF HELP January 30, 2019

Chesil Infinity Coaching and Consultancy exists to help people be more successful. Set up by **Liz Rowe** to help people achieve their goals and focus on being the best version of themselves - whatever that looks like for them.

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Working to kick the procrastination habit Your guide to getting **it** done.

Liz Rowe

We've all been there - pouring over that blank page, achieving zilch. Call it what you will - writers block, creative slow down or feeling a bit useless, we've all experienced it.

You might know your motivators to getting **IT** done, many people I speak to need a deadline to get motivated - but is it the deadline? Or is it a strategy? Is your soul being set on fire by the task in front of you? (Or would you prefer to set the task on fire?)

This quick guide gives you simple steps to be in the best

position for success PLUS a great little exercise to help you identify your procrastination style and how to work with it.

First - think about what type of things you procrastinate about?

I suspect, this time of year the novelty of those new years resolutions might be kicking in. The good news is that if you are still sticking to it - we've passed that magic number of weeks for habit building. So, thinking from your svelte, healthy body - what do you delay on? Be honest now? You don't need to share, but note them down, make a

list (I've included a prompt at the end just to help you - in case you immediately huffed at the thought of making a list - all you got to do is tick!)

Second, from your list, pick **ONE**, just **ONE** task you want to get done and think about -

- What will you gain if you complete it?
- What is so important about it - what does it bring to your life?
- What are the positive results of you completing this task?

GET IT DONE

What sort of procrastinator am I? We are nearly ready to get **it** done.

So you have your task, convert this into a **mission** - something like:

I will turn off the tv to write the self help guide and feel super accomplished.

Thirdly, imagine you are about to tackle this task. Using yet another handy list, tick next to the boxes of the feelings you are experiencing when you think about completing your task.

- A - "How boring! There are a million other things I would rather be doing!"
- B - "I don't even know where to start" or "It's just too overwhelming!"
- C - "I'm so busy, how can I squeeze in the time?"
- D - "I'm feeling a bit lazy; I'd rather just relax."
- E - "What if things go wrong?" or "What if I royally mess up?"
- F - "I'm never going to do it to my satisfaction."
- G - "I have so many great ideas, but I'm not sure where to begin!"
- H - "Why should I do it just because my boss (insert authority figure here) wants me to?"

Now, use the letter code to find your procrastination style below and then have a look on the next page for tips to deal with these blocks to your success.

A - Blasé

Surely coming as no surprise, but you don't find the task the most fascinating thing on earth and it is not lighting up your soul.

B - Molehill into Mountain

You have a tendency to turn tasks into a bit of a drama, giving you perfect excuses to put them off even longer.

C - Over-doer

You appear to have too much going on in your life - or maybe mismanaging your time so it seems that you have too much in your life.

D - Chilled out

You'd rather be having fun than getting things done, you are so relaxed about things that you feel no urgency to do them.

E - Worrywart

You are nervous things will go wrong, or that you don't have the necessary skills or traits to do a great job.

F - Perfectionist

You don't want to do anything unless you can do it flawlessly (and you may not even realise it!)

G - Dreamer

You likely have tons of great ideas what you're not sure how to carry them out.

H - Rebel

You don't like anything you are obligated to do. You don't like feeling others have control over you.

Boot camp

Get **IT** done

Time to choose your strategies to overcome your procrastination. Look for those that match the code letter of your style. Tick those to try.



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A - Blasé

- Find a way to make the task more interesting. Incorporate fun or something of personal interest to you.
- Get a buddy involved, fend off the doldrums with a friend.
- Tackle it like a personal challenge, what might you learn?
- Put that mission statement up and read it regularly!

B - Molehill into Mountain

- Ok, if it's too much, break it down. One step at a time.
- Incorporate stress relieving tactics into your schedule - what ever that might look like for you.
- Keep perspective, what other tasks have you completed before that weren't as bad as you thought?
- Take the plunge! Get a step done before you get too anxious.

C - Over Doer

- Prioritise - what can be cancelled or rescheduled to allow you time?
- Ask for help? Where are your tribe?
- Ask yourself if a quick job squeezed in is better than a good job?
- Learn to say 'no'. Put limits on what you can do.
- Develop shortcuts. Use tried and tested methods for tackling the task.

D - Chilled out

- Put that mission up on the wall and read it regularly - keep reminding yourself
- Reward yourself when you have completed the task.
- Include fun in your task. Mix in spurts of hard work with spurts of relaxation.
- Get an accountability buddy.
- Focus on your long term objectives, your WHY!
- Eliminate as many distractions as you can from your surroundings.

Boot camp

Get **IT** done

E - Worrywart

- Break the task down into steps, get started on small tasks.
- Incorporate stress relieving tactics into your schedule - music, exercise, whatever works.
- Keep your perspective; think of other tasks you have smashed - you survived!
- Talk to someone about your fears, get them out to help get them behind you.
- Work on your confidence - remind yourself of your strengths and resilience.

F - Perfectionist

- Ask yourself, what is worse? Not doing it perfectly? Or not doing it at all?
- Set deadlines for the time you will spend on each task.
- Introduce stress relieving strategies to help you - music, exercise, massage - whatever is important to you.
- Focus on that big picture - how important is it in the long run?

G - Dreamer

- Take a realistic look at all the steps to achieving a task. Are they really realistic?
- Take things one step at a time.
- Try not to get over excited and not put too much on your plate at one time.
- Focus on one project at a time.
- Make realistic choices - maybe have back up plans if Tom Jones isn't available as your backing singer.

H - Rebel

- Keep a focus on WHAT'S IN IT FOR YOU
- Post your mission somewhere you'll see it to remind you of what you will get from it
- Don't think about the person behind the task
- Put your personal touch on the project so you feel more ownership.
- If you feel forced to do something you don't agree with, have conversations with the authority figure and express your concerns. Suggest an alternative approach.

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Now make a plan. List all the things you need to achieve your task. Write it down, get it done.

Be specific - and the sooner the better!

WHAT AREAS DO YOU PROCRASTINATE OVER?

PROMPTS

Personal health and wellbeing

- Eating well
- Getting enough sleep
- Exercising
- Health care (doctor, dentist)
- Finances (statements, direct debits, payments)
- Recreation
- Hobbies
- Missing deadlines (applications, school forms etc)
- Other _____

School

- Being on time
- Finishing homework
- Handing in homework
- Writing essays
- Reading
- Other _____

Work

- Being on time
- Prepping information
- Writing up notes
- Making important calls
- Finishing projects
- Writing reports
- Presentations
- Replying to emails
- Other _____

Household Chores

- Cleaning
- Washing the car
- Doing laundry
- Food shopping
- Home maintenance
- Repairs
- Paying bills
- Other _____

Personal

- Making time for friends
- Making time for family
- Making time for partner
- Calling people
- Writing letters/emails
- Remembering special occasions
- Dealing with problems/conflict
- Asking someone out *clutches heart!*
- Other _____