

Eight Tips to End Procrastination Now!

1. **Stop thinking. Start *doing*.** Don't try to come up with the *perfect* plan, one that avoids all mistakes or difficulties. Do enough planning to get the ball rolling and then take action. Inaction leads to internal conflict.
2. **Don't blow a task out of proportion.** Don't "over think" what needs to be done, which often leads to distortions and making the proverbial mountain out of a molehill.
3. **Take the first step.** Once you get started, you are less likely to feel overwhelmed. Break the task into small chunks and tackle one at a time. The confidence that comes with taking action will help to move you forward.
4. **Begin with the most difficult task on your list.** Get it out of the way and you will feel both relieved and better able to continue moving through your "to do" list.
5. **Eliminate distractions.** Turn off your phone, log off e-mail, close the door, and get rid of any other distractions that will take you away from what you need to focus on.
6. **Set clear goals.** If you don't know where you are going, how are you going to get there? Goals should be specific, measurable, and time-bound.
7. **Face your fears.** Don't be left wondering "What if..." Sometimes the safest choices aren't the best ones for us.
8. **Finish it.** Not finishing what you have started can leave you feeling defeated, and can erode motivation to work toward achieving your goals in the future.