

## **Getting the Most from Your Job and Leaving Procrastination Behind**

1. Create a prioritized daily task list every day; include and schedule tasks you've been procrastinating on.
  - Prioritize the items on your list A: High Priority, B: Medium Priority, C: Low Priority.
  - Do the A tasks first.
  - Add deadlines to your task list.
  - Check off items on your task list as you complete them.
2. Set aside regular (daily) blocks of time to conquer your big, on-going projects. Schedule the time in Outlook daily. Do not let other priorities shift this scheduled time for projects.
3. Deal with unpleasant tasks early in the day. The remainder of the day will be more pleasant.
4. Focus on one thing at a time.
5. Do it now!
6. Slice up the project into smaller pieces (20 minutes) and do one or two each day.
7. Reward yourself for completion of each portion of the task.
8. Use unexpected free moments of time (waiting time, cancelled meetings).
9. When you run into barriers, ask yourself what else you can do to resolve the issue.
  - Is there someone else you can call?
  - Is there another way you can contact the person?
  - Is there someone else who can help with the issue?
  - Is there another way to solve the problem?
  - Are there other resources available?
10. At the end of the day:
  - Reorganize
  - Get ready for tomorrow
  - Pat yourself on the back for the accomplishments you've made throughout the day.