

**Quit Talking, Start Doing!**

**Motivate Yourself When No One Else Can**

Get Over Procrastination and Boost Productivity towards Success

*By K. Collins*

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## Introduction

Procrastination is a big daily problem for many or most of us. It is the feeling that you know you should do something but you don't do it. You know you should go to the gym, but you stay at home and watch TV. You know that it's time to do the homework, but you went online and check Facebook. You know you should make a business plan today, but you decide to do it tomorrow.

These constant distractions in our life makes our focus very difficult to maintain. Distraction from work, home, friends and other events constantly compete for our attention and time. It takes time to stay focused on achieving our goals yet it is so easy to fall flat in maintaining our momentum and persistence needed to achieve our goals. As a result, we give up and think that our goal is just impossible.

In this book, not only you will know why you always put things off, why you keep what you've been doing but also how to overcome procrastination. At the end of this book, you'll be able to change your ways to get things done, be more productive and achieve your goals.

I'm not a professional at any of this, just a lifelong procrastinator. I'm still in a battle with my own habits, but I have made some progress in the last few years. Now I'm writing my thoughts from what's worked for me and I hope that these simple steps might work for you too.

It's not that hard to stop procrastinating. The first step in overcoming any procrastination you face is to understand why you are procrastinating. Several reasons why we procrastinate will be shown in the following chapters.

After understanding why you are procrastinating, you should know how to constantly motivate yourself to get started in doing what you must without putting it off. More examples and tips will be given to get you started.

The real challenge is if you can keep going without putting off a task. You have to stay motivated and focused to finish it and get things done constantly. How to? Take Inspired Action.

- Just Get Started
- Plan your day ahead
- Prioritize
- Avoid Excuses
- Focus on One task at a Time
- Break Big Tasks into Smaller Pieces
- Make it time-framed. Set deadlines.
- Challenge Yourself
- Aim Higher
- Use Time Blocks
- Avoid Distraction in the Middle of Doing a Certain Task
- Self-Discipline
- Have Daily Routines and Habits
- Clean your house. Literally!
- Generously reward yourself.

We have a lot to cover. Let's get started!

## ***Chapter 1: What is procrastination?***

*“Procrastination is like a credit card: it’s a lot of fun until you get the bill.”*

*-Christopher Parker*

Procrastination is the action of delaying or postponing something especially something that requires immediate attention. To procrastinate is to be slow or late about doing something that should be done; to delay doing something until a later time because you do not want to do it, because you are lazy, etc.

Procrastination is, in fact, an emotional issue, not a time-management issue. It is about the fear of success and the fear of making a mistake.

According to research, the emotional reaction of our brain usually leads reasoning. When our brain perceives a pleasurable experience, it produces a hormone called dopamine. The secretion of these hormones in the brain sets out an emotional response in a much shorter time than it takes the brain to think with logic and reason. So long as a task has a higher historical likelihood of producing dopamine, our brain is addicted to reproducing these activities thus we are avoiding the others tasks.

## **Symptoms of a Chronic Procrastinator**

- getting up late
- always in hurry
- late in appointments
- making excuses every time
- slow to respond to questions
- have a messy room or piled up paper works
- have a “just one more episode” syndrome
- have a “student syndrome” (works on last minute or before the deadline)
- poor study habits
- always on Facebook

The list goes on and on...



Professor Joseph R. Ferrari of DePaul University said that there are two types of procrastinators out there: those who delay making decisions, and those who delay taking action.

The decision-avoiders are dependent on others, relying on them to decide for them. They're more submissive and tend to blame someone else if it all goes wrong.

The task-avoiders, on the other hand, have low self-esteem. They make a decision but don't follow up on it.

One thing is for sure, Procrastinators waste the most precious asset a human can have: time.

## *Chapter 2: Why do we procrastinate?*

The first step in overcoming any procrastination you face is to understand why you are procrastinating. It helps us understand why we keep on doing what we are doing. Why do we put things off easily? Several reasons why we procrastinate are listed below:

## **#1 Unpleasant Task**

Your brain does not perceive any immediate rewards associated with the task and as a result you quickly think of a way to escape from the work. When you procrastinate, you're avoiding emotionally unpleasant tasks and instead you do something that provides a temporary mood boost. The procrastination itself then causes shame and guilt — which in turn leads people to procrastinate even further, creating a cycle.

## #2 Lack of Interest

All students from time to time lack interest in a course, however, not all of these students delay in studying or completing assignments. Throughout your life, you'll do many uninteresting things. Learning to read may be frustrating and uninteresting. Yet, reading will later prove useful, interesting, and entertaining.

Most procrastinators believe that something is wrong with them if they do not feel motivated to begin a task. Well, some activities just have “*boring*” written all over them. You procrastinate because you are not interested to do that certain task.

### #3 Lack of Initiative

*“I don’t feel like doing it!”* We have the *“living the moment”* attitude and afterwards experience the *“lazy feelings”* not to take actions on them.

You feel that you deserve to have some fun before you get started on the job. You overestimate your efficiency and the amount of time left to perform the task, while underestimating the time needed to complete the task. You assure yourself that you’ll be able to work more efficiently with the deadline approaching fast.

You end up telling yourself that you’ll do the job early in the morning tomorrow, with a clear mind, when you feel more settled or rested. But when you wake up, you got distracted to do something else.

#### **#4 Task is Not Important**

You keep forgetting to do it because you don't think of it with high importance thus it always slip your mind.

Perhaps you are supposed to go to the Parent's meeting after work. Your wife kept reminding you before you get out of your house early in that morning not to miss the meeting because it was important for your child, but not to you, you thought. That evening you went home late and realize that you've missed the meeting because you did something else after work.

#### **#5 Don't Have Time**

*"Oops! Something come up that needs to be done first. I'm busy. I'll just do it later!"*

*"I don't have much time right now, I'll just do it tomorrow."*

One of the reasons why we procrastinate is because we dread spending long period of time working on a task. The problem with the excuse of doing the task tomorrow is that you'll most likely to have the same excuse by tomorrow and thus you are also declaring to procrastinate tomorrow.

You keep on planning on doing something important to you like some projects. At first, you're motivated and ready to make a killing. Then life gets in the way. You'll make an

excuse to do it tomorrow. You'll miss a day or two to do what you are supposed to do. Then you miss more days doing the task. You are already behind the plan and the due date is coming real fast. And finally you walk away from that project because "*you just don't have the time.*" Sounds familiar? Almost everyone has these moments, unless you've overcome it.

## **#6 Requires Major Effort**

We get overwhelmed that we think there are lots of things to do to finish the task. Whenever you try to do something that is not part of your routine, it takes additional effort to finish the task especially if it is difficult or will take time to be completed.

Alternately, it may so happen that when you are required to do something out of your comfort zone, you get overwhelmed by the complexity or the ambiguity of the task, and so you delay it in favor of other simpler tasks, hoping to get someone to help you to do the bigger task.



## #7 Fear of Failure

Perfectionism causes fear of failure.

We have a tendency to negatively evaluate one's own performance. Expectations and standards set by parents may be so high that no one could actually live up to them. Thus, procrastination steps in to ruin these expectations and standards set by your loving parents and prevent you from "really" failing.

For most of us, the "*I did not try and I failed*" attitude is far acceptable than "*I gave it my best and failed.*" If you don't try it, you don't have to confront the possibility that you can't do it. It goes something like this: If I really try hard and fail, that is worse than if I don't try and end up failing.

A student who never studies and flunks out may feel bad about failing but what if he had studied, and still failed?

## **#8 Fear of Success**

You procrastinate because you are fearful of the consequences of your achievements. Maybe you're afraid that if you do well, then next time, people will be expecting more of you. People will start thinking that you are a God and never fall back. Or, perhaps, succeeding may place you in the spotlight when you prefer just staying in the background.

If you do pass the course, people will expect you to go out and get a job, or to apply what you've learned. If you never try, you'll never have to face the consequences of success, either.

## #9 Fear of Finishing

You don't want to finish it because you are afraid to know what will happen next. You want to avoid the question, "*What's next?*" Sometimes not knowing what's next seems more acceptable than the possible consequences of finding out for sure. We let this fear prevent you from ever trying.

*"If I pass the course, I'll graduate. If I graduate, I'll . . ."* what's next? If you don't pass the course, you'll never have to find out what will happen next.

### *Chapter 3: The Damage of Procrastination*

As a procrastinator, you may lose the trust and respect of others for you may be unable to maintain your self-image in a good manner among your peers. A regular practice of making delays cannot give you the required time and energy to your friends and family. Tendencies to be unpunctual, even to those who know you best, are damaging to your reputation.

You may also face problems in your personal life and lose many chances, such as, promotions or rewards etc. in your employment. As you procrastinate, you often present as the person unwilling to make decisions, late to complete tasks or slow to respond to questions. Since you are struggling to put persistent and timely efforts, you're unable to set the objectives and achieve something that is planned. There is no progress in terms of gaining good experience as well. You may avoid future situations where you would have to take responsibility.

Leaving everything to the last minute does not just harm the commitments you've made to others. A "*due tomorrow, do tomorrow*" attitude also increases stress on yourself and leaves you open to missing out on a lot of stuff that "*self-discipline*" would have sorted on time.

Now that we understand why we are doing things that we should not be doing and what may happen if we keep doing it, it is easier to take action against procrastination. Breaking a bad habit of putting things off might be hard at first but with proper motivation, it will be easier to do each time.



## ***Chapter 4: Get out of the Someday Isle***

*Someday Isle* is the place of procrastination. When you have a habit of dreamily thinking about your goals and desires but never taking a single step to actually achieve them, you belong to the Someday Isle.

### **You might have said this before:**

*-Someday I'll start a new business.*

*-Someday I'll learn a new language.*

*-Someday I'll write my own book.*

*-Someday I'll buy a new house.*

*-Someday I'll find a new job.*

***-Someday I'll...***

But ask yourself from the time that you said it until now, what have you done so far to make it happen? You must have the determination to start. When? It has to be now! Quit talking. Quit dreaming. Start doing! Don't do for tomorrow what you can do for today.

Make your someday to today. Your dreams will remain dreams unless acted upon by an outside force. (Law of Inertia!) Everybody wants to improve their life but most of the time, it remains just a "*want*." You must put your time, effort and sometimes money to make it happen.

*"You can't cross the sea merely by standing and staring at the water."*

- Rabindranath Tagore

## **Chapter 5: Believe in Yourself**

Yes. You want to be successful but you don't believe you can hit it. You want to be a millionaire, but on the way, you always feel broke. You want to lose 10 lbs. in 6 weeks but you felt guilty you might not hit it. How ironic.

When you set goals, believe that you can achieve it. In Psychology, we have a saying that before somebody believes in you, you have to believe in yourself first. Always tell yourself: *"Yes I can!"* Yes, you can hit your goals if you really want to.

You have to tell the universe what your goal is. The universe will then receive the message. Believe you can be successful, envision that you are going to be successful. It doesn't matter whether or not you know when you're going to receive it, just believe you're going to get it and have no doubts about it. If you have any doubts, quickly change your thought pattern to the positive and focus on receiving or having what you want.

Now, if you want to be a millionaire, it is not enough to just say I want to be a millionaire. Believe you are going to be a millionaire. Envision yourself being a millionaire. Take inspired actions to it and next thing you know the universe is giving you all the favors to be successful. On the other hand, think that your goal is too good to be true and guess what? You've just declared your future. You never get the promotion you wanted. You didn't lose weight yet you gained more. You did not finish your project on time.

If you don't believe you can do it, the universe will go out of its way to prove you really are a failure. Remember, words are powerful. Start declaring you are so unlucky and hopeless and you will see that you are creating that future.



## ***Chapter 6: Take Inspired Action***

*“You can never get what you want if you’re too scared to get scared.”*

*-unknown*

You can do all the planning and setting goals but if you don’t take action, nothing’s going to happen. Take action! It is not enough to have your vision and let it fly and be just a dream forever. If you want it, GO GET IT! You got to set the actions that you are going to take to achieve those goals!

If you want to lose 10 pounds in 6 weeks. What are the things you will do and will avoid to lose weight?

If your goal is to have a six figures income, figure out all the ways you can increase your income each month to hit your goal. Don’t just set the goal and not run the miles to get to it.

Success depends on glands: SWEAT glands. Sweat it out!

*“You can’t leave footprints if you walk on tiptoes.”*

*– Marion C. Blakely*

## #1 Just get started

That's it. Whatever your plan is, just quit talking. Just DO IT.

We overestimate how much motivation we need to do something. Actually, you just need **enough** motivation to get started.

If you need to go to the gym when all you want to do is lie on the couch and watch TV, get up and act according to what you think must be done instead of how you feel in the moment. To work out, you don't really need to be motivated for an entire hour to finish a workout. You just need to be motivated for the 10 minutes it takes you to pack up and drive to the gym. Figure everything else out on the way. Getting out the door is half the battle. Same thing goes if you must make a business plan, just motivate yourself to start preparing the things that you need. Before you know it, you are already doing more than you are expecting to be done.

If you are still having trouble convincing yourself to start the task, tell yourself you are just going to need ten minutes of your time. If it is too tough to continue after ten minutes you will promise to give yourself a break. Sounds better? The trick here is to motivate yourself into getting started, because that's where your drive will start to keep going.

## **#2 Plan your day ahead**

Planning is preparing a sequence of action steps to achieve your goals. If you do it effectively, you can reduce time and effort of achieving your goal. Each minute you spend planning will save ten minutes of execution. If you fail to plan, you plan to fail.

Your plan is your map and your direction in your life. Set your plans first so that you know where you stand, how much you have progressed towards your goal and how far are you from your destination. Just have the discipline to follow that direction and not stray off course. When you follow your plan, you won't get lost.

One more reason why you need planning is the 80/20 Rule. By the numbers it means that 80 percent of your outcomes come from 20 percent of your inputs. You either spend much time on deciding what to do next, or you are taking many unnecessary, unfocused, and inefficient steps.

Figuring out ahead of time what you need to do to increase your chances in a situation where there is a high probability of rejection.

When you have time projection planned, you will know if something is achievable or not. You know if what you are doing is still within the plan.

Spend a few minutes each day to write a plan of the actions to be taken, in their specific order for the next day. This includes the recreational stuff like trips and taking breaks too. The beauty of doing this the day or night before, is that your subconscious gets to work on making sense of what needs to be done as you sleep too. Planning ahead will

keep you consistent and clear, make you feel more focused and motivated to continue your work.

When you go to the grocery store, how often do you pick up an item that is not on your list? Does it hit you that it is not on your list? Do you have this argument in your mind that you should not buy it or else it will sabotage your budget?

Bottom line: **Make a plan. Stick to the plan.**

### **#3 Prioritize**

Focus on the tasks that are immediate and get it done right away. Do not procrastinate! Never say that you can do it later. Prioritize. There is no better way than doing it right now.

If you wait for the right moment to get motivated for starting a work (especially if the work is undesirable), the more you delay starting, the more difficult you may find to get into the right frame of mind. On the other hand, getting started is a better option as the feeling of completion will trigger more positive thinking than leaving it undone. You can improvise on the work as you progress.

When you start your day by doing your most important task, it will give you a sense of accomplishment, and you will want to maintain this momentum the whole day.

## #4 Avoid Excuses

*“You can’t make money making excuses.”*

*-unknown*

Losers makes excuses; winners makes progress.

In the middle of doing something, it is inevitable to face a problem. When we don’t know what to do or how to deal with it, we tend to stop and find an easy exit, thinking that the need to do the task will disappear. Sounds familiar? Excuses. This will not lead us to the finish line.

Do not start a project and leave it unattended. That is like an unopened letter and was not read at all. It defeats the purpose of why you did it in the first place.

One thing to motivate yourself whenever you feel lazy is to ask yourself: *“Is there anyone who has the same excuse as mine who is successful right now?”* If the answer is no. You have to start doing something relevant to your goals.

You want to accomplish something? You have to start NOW. Put your best foot forward to achieve your goals. Don’t procrastinate, making up excuses is a sign of failure. If you fail at first, that’s okay. Keep moving.

Fail is a verb, it will only be a noun when you stop, and therefore it becomes failure.

*“There are only two options regarding commitment, you’re either in or out. There’s no such thing as life in between.”*

*-Pat*

*Riley*

## **#5 Focus on One task at a Time**

Multitasking is a myth. Get over it! Do one thing at a time, pay attention to it and complete it. Do not even think about anything else before finishing the first task. Do not shift your focus to something else or else you might end up doing a different task.

Set goals and focus on completing one goal at a time. To be more organized, eliminate the urgent task so that you can focus on other less important ones later. Some put the easiest tasks first, but I prefer to do it on the latter part. It is up to you, which way works best on your situation.

It's better to save the easier or more manageable tasks at the end of the day as much as possible for when you're tired, you get compelled to complete the hardest tasks. If you put off the hard tasks until the last minute, you'll be dreading getting things done all day.

Cross-out tasks you have accomplished. It feels good to cross-out something on your list right? Just do not get distracted by another task. If you will not prioritize, you will end up sabotaging your goals.



## **#6 Break Big Tasks into Smaller Pieces**

Thinking of a task as a complex task makes you psychologically distant from the task and reduces your willingness to do it. However, if you're going to break down the task into smaller parts makes it easier for the brain to comprehend the task. This prevents triggering of the quick negative emotional response and gives the logical brain a chance to think through the task. This way it will seem like you have less work to do.

Break up a large, difficult project into several smaller pieces. Tackle each piece separately. Remember that progress, not perfection, is your goal.

## **#7 Make it time-framed. Set deadlines.**

Deadline is simply a means of budgeting your time and since time is limited, we have to spend it wisely. Without establishing deadlines we could just put things off, accomplishing very little in life. No deadlines, less initiative to work.

To be more productive, put a deadline on each goal. Set the deadline first and then decide how you will achieve it. It is effective if you are having trouble meeting your daily deadlines either at work or on your personal goals. Make your deadlines clear but make sure to finish it on or before the deadline.

If you are writing a book and you set a specific date of publishing the book, surely, you will do your task to finish the book and upload it on or before the deadline.

Make it a habit to put deadlines on each task and project you are doing because this will make you more organized and productive.

**Tip:** Post reminders of your self-imposed deadlines everywhere. Having written deadlines makes them more tangible than internal decisions alone. Seeing your deadlines creates a sense of urgency in you. This works for me. This helps me avoid checking email or doing anything else on the web. My deadline is forcing me to stay on task so I can move on to other tasks later.

## #8 Challenge Yourself

*“Whenever you do a thing, act as if the whole world is watching.”*

*-Thomas Jefferson*

Most people are motivated by external factors. They need other people to motivate them, which is wrong. You are not supposed to wait for other people to push you to keep going. What if you are alone and your family and friends are away, who is going to motivate you? You must learn how to motivate yourself. One way to motivate yourself is to set yourself against the clock.

When you notice yourself procrastinating, use your procrastination as a trigger to turn around the procrastination and challenge yourself against it. For a thrill of competition, push yourself a little to your limits. If you are supposed to finish a task by 30 minutes, try to hit it in 20 minutes. See what happens. If you can challenge yourself there is a possibility that you belong to the 2% of people who can self-motivate themselves. These people who can work on their own are classified as leaders. Pushing yourself to achieve something will improve your self-esteem.

When a task that is boring and frustrating, try to make a little game out of it to make it interesting. Try to play a game of, *“How many of these could I get done in 20 minutes?”* And you’ll find something to do to hit it. *“I’ve got twenty minutes. I better make the best use of it.”* All of a sudden you make it interesting, and much less boring and frustrating in the process.

Limiting how much time you spend on a task makes it more fun and more structured because you'll always be able to see an end in sight. A little challenge won't hurt. You just have to force yourself to exert more energy over less time to get it done, which will make you a lot more productive. If you hit it, doesn't it feel good?

## **#9 Use Time Blocks**

By scheduling the stuff that matters to you, you'll be spending those hours far more wisely than before. It makes you proactive and productive. When you define a task to the future, you can expect it come and you are mentally prepared for it. When something you enjoy doing (like watching movie with a friend or a family weekend in the park) is blocked on your calendar, knowing that it is coming you will not let it slide. Prior to that, you will make sure that other tasks has already been done before you go out to the planned family weekend.

You can use Google Calendar or other apps available on the web to do your time blocking.

## **Things you need to define in your time blocking:**

- what you are blocking for (e.g. Study time, business planning time, writing time)
- the date and time for your task and how long the task must be done (you can start by allocating only 15-30 minutes a day)
- the location where you are going to execute the task (e.g. to brainstorm usually we prefer to do work on a quiet and calm place – at home)
- the details or things to be done on that certain task (write down all the steps involved in the task you are going to do)

In order to make time blocking part of your habit, you need time to let it stick. Do it every day. Not only will the blocked times become part of the flow of your days and weeks, but you'll actually discover how important these events your blocking out time for are.

It is also important to manage small breaks between the working sessions. For example, you might have a task that you have allocated 3 hours. Instead of working 3 hours straight, try to split the time block into smaller pieces by taking effective breaks in between the task.

When I was a student, I used to review the night before the exam. I review for hours until my brain can no longer take in what I'm reading. I keep reading the passage over and over again but not getting into my mind. That's what happens to an exhausted mind. Sometimes, I find myself being pulled off into the depths of daydreams.

To alleviate my exhausted mind and increase productivity, I scheduled a time block for breaks after each hour that I work. I schedule an hour review/writing then take 10 minutes break. I used to set a timer for ten minutes, to rest, find something to eat or call

a friend. After that, I work again for another hour. If I feel like it is too much to take in, I use another 10 minutes of my time block to take a nap and rest my brain for a while.

A peaceful mind can think better than a worked up mind. Allow a few minutes of silence everyday and see how sharply it helps you to set your life the way you expect it to be.

## #10 Avoid Distraction in the Middle of Doing a Certain Task

*“People often say that MOTIVATION does not last. Well, neither does bathing. That’s why we recommend it daily.”*

*-Zig Ziglar*

The truth is that we are always motivated. It is only the focus of motivation that is unstable. You may be motivated to do something today and may find something more interesting afterwards.

*“Oh! I have ten minutes to kill, I’m going to check Facebook!”*

Next thing you know, you get distracted and you end up not finishing what you are supposed to do. When you distract yourself for too long, distraction becomes your focus. Why is it that our best tools for productivity—computer technologies—are potentially also one of our greatest time wasters? Technology is made to make our life easier but it seems like we are controlled by our smart phones instead of us controlling them. These devices outsmarted us to the point that they can manipulate and divert our attention. If you let technology to continue draining most of your time, it will ruin your ability to get things done.

To avoid this, evaluate what distracts you most and remove it from your environment. If you get easily distracted by looking at your cellphone and checking your friend’s status on social networking sites, put your cellphone away from you while working. Disconnect from the Internet when you have to get something done. This means that we should not



have Facebook, Twitter, email, or any other applications running in the background on your computer or smartphone while you are working. Shut them off.

You might say: “*All work and no fun is boring!*” Is it bad to look for entertainments sometimes? No. But if you start seeking these escapes every day, you’ll be hooked to these distractions and end up procrastinating. Better yet, use your spare time to your productivity at best. Perhaps, you can play mind games, exercise, and meditate, etc. Do anything that boosts your energy and health.

If you are really that easily distracted, you can use implementation intentions to keep yourself focused. Implementation intentions take the form of “If, then.” “*If the phone rings, then I’m not going to answer it.*” “*If my friends call me to say we’re going out, I’m going to say no.*”

## #11 Self-Discipline

Self-Discipline means knowing what is right and wrong and doing what is right. It doesn't just "happen." It's intentional. It's repeated. Every Single. Day.

If you struggle with self-discipline, the good news is that like a muscle, it can be developed. The more you practice your self-discipline, the more organized you become.

Forming a new habit means disciplining yourself to do what you have to do no matter what your state of mind is. Identify the new habits that you need in order to replace the bad habits that you have. Plan your new routines. Teach yourself to do them, whether or not it feels comfortable or pleasurable to do. Often it involves sacrificing the pleasure and thrill of the moment for what matters most in life.

When you really, really, really want to give up, don't stop. Still, keep going. I know it can be hard at times when procrastination attacks and you want put things off right away. But you can't call it a day until what you set out to do has been done. Discipline doesn't depend on your feelings. It happens whether you like it or not.

## #12 Have Daily Routines and Habits

*“Successful people make a habit of doing things that unsuccessful people don’t like to do.”*

*-Herbert Grey*

Whenever you try to do something that is not part of your routine, it takes additional effort to finish the task especially if it is difficult or will take time to be completed. But when difficult task becomes a habit, eventually you can do it without being tempted to procrastinate.

Successful people have morning routines. It makes them consistent and stable. As a matter of fact, whether you’re a morning person or a night owl, we all have routines and habits that perhaps, you are not aware of. And we all seem to start it differently.

Successful people absolutely wake up early. Because the earlier they begin the day, the more time they’ll have to get things accomplished. Other good routines are exercising, meditating and/or jogging in the morning.

Will-power is highest in the morning, so get up early and exercise. It’ll make you feel good about yourself, and keep the body healthy, will make the mind alert and teach you discipline. The point of a morning routine is to start to do things and small actions to improve your life. Just like Steve Jobs, who looked in the mirror every morning and asked: *“If today were the last day of my life, would I want to do what I am about to do today?”*

Daily routines and habits keep you on track, and before you know it, you are already hitting a milestone. Now let me ask you, what habits do you have that contribute to your success?

Do you always hit snooze when your alarm goes on? If yes, from now on, exercise to get up right away and do not hit the snooze button. Motivation starts from within. The snooze button is designed to give us more time, yet we have not gained anything. We still delay. So stop it while you can to avoid procrastinating.

Also, make it a habit to write your great ideas down RIGHT AWAY so you won't forget them. Grabbing a pen and paper is one of the basic anti-procrastination habits you can do especially when you are in the creative thinking mode. Surely, you don't want to miss any brilliant ideas. But, there are times that even if you have these brilliant thoughts in your mind you feel lazy to grab a pen and paper because:

- (1.) You are challenged by the distance. It is far from where you are;
- (2.) You thought you will remember it even though most of the time you forget things;
- (3.) You are doing something and you don't want to be bothered and change course as of the moment;
- (4) Excuses.

*“Bad habits are like comfortable bed. Easy to get into but hard to get out.”*

*-Anonymous*

### **#13 Clean your house. Literally!**

Your work area portrays how organized you are inside and out. Imagine working on a desk full of papers and unnecessary stuffs on it. You have little space to work on and those other stuffs on your desk can distract your attention. It feels better to work on a beautiful environment rather than a messy place, right? Be organized. Declutter your room. Once the clutter is removed your room will feel more spacious and open, and it will also be a more relaxing place.

The idea of living a simplified, uncluttered life with less stuff is more relaxing. A clean, decluttered workspace brings in focus and motivation because your environment is going to be the source of your power and concentration when you work. Consider the benefits of owning fewer possessions: less to clean, less debt, less to organize, less stress, more money and energy.

## **#14 Generously reward yourself.**

A positive reinforcement or reward for getting things done is considered to be a more effective way to reduce procrastination than a punishment for getting it done late. It creates a feeling of doing something you want to do, not just what you're forcing yourself to do.

If you have trouble motivating yourself to do a job, consider rewarding yourself with something that you enjoy for every task you complete. Who does not want rewards? We all need little rewards in our lives to keep us motivated. You need to also celebrate each milestones you take to keep you going. Maybe you can buy yourself a present, or take a day off, or do something else that will motivate you. If you're motivated by pleasure, rewards helps you be more productive on your projects.

Have some fun either after the work or during the work. The fun element is a motivating factor to keep you going without getting bored. When you're having fun in whatever you do, you want to do more.

Find ways to use regular rewards to pat yourself on the back and give a word of encouragement. Instead of focusing on what you do wrong, try paying more attention to what you do right. Concentrate on your good points. Compliment yourself. Write down what you would say to anyone else who accomplished what you did. And if you have accomplishments written on papers, medals or plaque, put them somewhere you can see them. It will boost your confidence to do better.

## *Conclusion*

In this book, we have covered the reasons why we put things off and how to stop procrastinating. I hope you were able to pick up some motivational tips every time you don't feel like doing things. If ever you are losing your motivation again, you can always go back to this book and read again.

To keep you motivated every time and get things done, take inspired action.

- Just get started
- Plan your day ahead
- Prioritize
- Avoid Excuses
- Focus on One task at a Time
- Break Big Tasks into Smaller Pieces
- Make it time-framed. Set deadlines.
- Challenge Yourself
- Aim Higher
- Use Time Blocks
- Avoid Distraction in the Middle of Doing a Certain Task
- Self-Discipline
- Have Daily Routines and Habits
- Clean your house. Literally!
- Generously reward yourself

## **Before You Go..**

I hope this book was able to help you understand and get over procrastination. I hope through this, you can motivate yourself to quit procrastinating and start being productive. Just follow through on what you have learned, and watch the results.

I wish you the very best to all your endeavors in life. I hope every project you are going to do will be a success. Enjoy life to the fullest!



**Thank you for downloading this book and reading it all the way through.**

Finally, if you enjoyed this book, I would appreciate it if you could take a moment and post a [review](#) on Amazon. It'd be greatly appreciated!

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