



TIPS FOR AVOIDING PROCRASTINATION

Here are the ways to avoid putting things off and to get moving:

- ***Make Molehills Out Of Mountains***
Break your jobs into smaller tasks to keep them manageable; this way, you can keep from feeling overwhelmed.
- ***Learn To Welcome Risk-Taking***
There is no way to learn without taking risks. Successful people look at mistakes as opportunities for learning and don't worry about making them. Do you have a fear of failure? If so, reprogram yourself to realize that the problems brought on by procrastination are *much worse* than those brought on by making mistakes.
- ***Learn To Set Priorities***
Label your tasks A (must do), B (should do), and C (nice to do). Do the A's first, and if need be, move the B's and C's to another day.
- ***Focus on Completion***
Realize that perfectionism can cause unnecessary delays; work on *getting the job done*. If you have time, you can always go back and "fine tune."