



Procrastination Pitfalls and How to Get Over Them Once and For All

With the summer upon us, procrastination can creep in and reduce your productivity. Everyone has a certain activity they choose instead of the project they should be working on. The next time you feel the angst of procrastination, keep these three thoughts in mind to KISS procrastination away:

Keep It Super Simple

If you're an over thinker, ask yourself, "if I had to accomplish this project in three steps or less, what would those three steps be?" This simple exercise forces you to think about the critical essential steps and leave the less important tasks aside (or to delegate). Projects become complex because we try to solve them or do them all by ourselves. Use all of your resources and your working relationships to help you problem solve. Your solution may be as easy as asking your online community for help and direction. Don't try to reinvent the wheel when someone you know can help.

Keep It Step by Step

A client of mine had a big volunteer project looming. Faced with family obligations and a company she had to run, she procrastinated on this project that needed to be completed because she kept it all in her head. By simply writing down the first step and running through all of her resources, she discovered that the project wasn't going to be as time consuming as she once thought.

By breaking down the project into manageable steps, she instantly removed her self-imposed pressure (and procrastination.) When you break a project into parts, it makes that project more realistic. If you're one of those people who have the tendency to expand and make things bigger than they are, this exercise gives you a reality check.

Keep It Scheduled and Systematic

One of the biggest reasons for procrastination is the way you organize your work. Look for ways to organize your work to keep your procrastination in check. One way is to group related functions. Many entrepreneurs are all over the place when it comes to executing tasks. Instead, map out a schedule that sets aside chunks of time for client time, writing, or marketing. Make sure enough time is allocated for each project or task. Finally, give yourself some wiggle room between meetings to complete your to do's from that meeting.

Keep these simple thought prompters in mind to KISS procrastination pitfalls away and get over them once and for all.

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