

Overcoming Procrastination: For Individuals or Households Affected by Disorganization

Individuals affected by disorganization are often challenged by procrastination. Procrastination may be a habit, but it is not a flaw. Most of us do not welcome change easily but we will benefit greatly from becoming willing to develop new habits to overcome procrastination. Below are just a few ideas to help with this challenge.

1. Remember that it is motivation that gets you started and habits that keep you going. Resolve to get started.
2. Put your professional and personal goals in writing. Prioritize them.
3. Write out a plan for yourself and make a realistic schedule.
4. What is delayed is often forgotten. When you think of something, add it to your TO DO list, or take care of it right then.
5. Wait until you have enough information but not all the information. Have the courage to make decisions once you have 80% of the facts.
6. Break up your projects into smaller pieces. This is called chunking, and the smaller chunks tend to represent the steps needed to accomplish the bigger chunks.
7. Avoid "all or nothing" thinking. Some progress is better than none. Remember the professional organizer's motto: Done is better than perfect!
8. Procrastination often comes from perfectionism. We often procrastinate because we are challenged with doing things perfectly.
"Perfection is the worst enemy of good enough." ~ Anonymous