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FACT SHEET TIPS

Tips for Overcoming Procrastination

People affected by disorganization often struggle with procrastination. While procrastination can become a habit, it is not a flaw. Most of us resist change, but we can benefit from developing new habits to beat procrastination. Here are a few ideas to help with this challenge.

- Don't wait until you feel motivated; go for it. Action will prompt motivation.
- Resolve to get started by scheduling your tasks, setting alarms on your phone, creating visual and auditory reminders, or whatever works for you.
- Start doing easy things and move on to more demanding tasks when you create momentum.
- Prioritize your personal and professional goals by writing them down.
- Create a realistic schedule to accomplish your tasks, projects, and goals.
- What is delayed is often forgotten. When you think of something, record it by writing it down, making an audio note, or sending an email to yourself to not forget.
- Wait until you have enough information, but not all the information. Have the courage to make decisions once you have just enough facts.
- Break up your projects into smaller pieces or chunks. The smaller chunks become the steps needed to accomplish a project.
- Avoid "all or nothing" thinking. Some progress is better than none. Remember the organizing professionals' motto: Done is better than perfect!
- We frequently procrastinate because we are trying to do things perfectly. Embrace a good enough mindset.

Chronic disorganization may not go away, but it can get easier

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