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# Foreword

Procrastination if left unchecked can turn into a bad habit which could eventually be very hard to break. Most people don't seem to realize that the habit of procrastination can cost them a lot of negativity; therefore one should take the trouble to identify and eradicate this element. Get all the info you need here.



## ***Never Procrastinate Again***

How to get things done immediately!

# Chapter 1:

## *Why People Procrastinate*

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### Synopsis

The following are some of the more popular reasons why most people have lapsed into the procrastination habit:



## **The Basics**

- The famous “I don’t know” excuse – this is one of the most popular excuses given when an individual is not really interested in getting a particular task done. By feigning this lack of knowledge the individual is probably able to keep from having to complete a certain task and with the added hopeful outcome of not being asked to do it in the future.
- Not challenging enough – this is another poor excuse often given by those who are looking for a way out of getting something done. This excuse is usually portrayed and explained in an extensive manner, where the simplicity of the task is taken to be necessary and beneath the individual attention.
- Not feeling like it – this is actually plain and simple laziness, but it will not be acknowledge as such by the individual. Falling back on this excuse, the individual will try all means to avoid doing the particular task assigned, but basically the underlying goal to be achieved, would be to simply not to what is expected.
- Cannot be forced – eventually when all else fails, the individual usually resorts to this argument, whereby some level of hostility is injected into the situation, in which the

rebellious display expects to garner the results of not having to get the task done. If used often enough this aggressive behavior, can have even more damaging results, as the individual learn to rely on this negative element to get out of doing things.



# Chapter 2:

## *The Common Fear Of A Procrastinator*

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### Synopsis

Although most procrastinators are capable of using any and every reason to avoid doing or completing something, there are sometimes powerful underlying influences that cause the individual to procrastinate. Exploring these contributing factors may allow an individual to eventually break this negative cycle effectively.

The following are some of the common fear factors that often cause the individual to procrastinate:





## **The Fear**

Fear of failure – sometimes even the hint of possible failure can effectively keep the individual from even wanting to make attempt at a particular task. This failure is perceived by them to be crippling both mentally and physically as they seem to be very afraid to having to face such a possibility. This could be due to many connecting factors one of which could be the need to be and look accomplished and a success always.

Fear of the possibility of experiencing unpleasant or painful outcomes – this too can keep an individual from trying new things or even getting anything done at all. This could stem from bad experience which the individual has yet to come to terms with, therefore conveniently using this particular excuse as a good way to inject procrastination into the equation. Although this can sometimes be the actual very real and previously experienced challenge, using this as an excuse will not help the individual in future endeavors, neither will it help to build good character elements.

Fear of missing out – for the person who wants to do everything, experience everything and be everything, burn out can fast turn the individual into a person who eventually resorts to procrastination as a defense mechanism. This usually happens for those who have the “go getter and have it all” mindset, which mostly only works to a certain limit until exhaustion and burnouts set in.

# Chapter 3:

## *Procrastinator Loves Comfort Zone*

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### Synopsis

Most people who consciously want to avoid anything will usually form some sort of comfort zone surrounding the excuse used in order to solidify their position.

This is often will thought up and difficult to rationalize in a normal way. However, understanding the connections between the security the comfort zone provides and the actual procrastination action will allow people to better manage the situation for the better.

The following are some possible reasons as to why procrastinators seek solace in the comfort zone and what they are:

## **Have A Look**

One of the more popular places to seek solace and hide in the guise of the procrastination act, is to lapse into the “I don’t know” mode of thought and action frame of mind. By giving this type of answer for anything, it almost always deters any follow up actions or comments from others may expect of the individual, thus effectively keeping the individual from having to deal with the situation or find a solution.

Another popular procrastination ideal comfort zone lies in the expression of not being able to cope adequately with a particular situation or need, thus choosing to shy away from participating altogether.

This form of procrastination, almost always disallows the individual from actually making any attempt of trying the task, as perceived failure, is already dominant and crippling to the mind. Therefore, the comfort is sought in this negative mindset as a buffer against any possible hurt which is perceived to be imminent.

Another popular excuse used as a comfort zone for the procrastinator is in the lack of supporting tools for the job. A lot of people use this as a great excuse for not wanting to do anything they don’t want to. Most times, the argument about the lack of supporting elements are so well presented, that it is eventually accepted by others as valid.

# Chapter 4:

## *Defeating A Procrastinator's Mind*

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### Synopsis

For some procrastination is a keen to laziness, but for those who are really committed to understanding this particular mindset, would agree that procrastination goes much deeper and is more complex than simply laziness.



## **Getting A Handle On It**

The following are some of the ways an individual can try to incorporate into the daily life cycle to try and control and eventually eradicate this rather crippling “disease”:

As a lot of the procrastination actions begin with the mind, this would be an ideal place to start. Putting down on paper all the things that should be done to this date and time, that have not really been attempted should be the first things that go into the list. In doing so, the individual is actually taking the responsibility to recognize some of the things that require his or her attention. When this recognition is further stamped in the written word, there is no real excuse that the items were forgotten.

Going over the list and then going a step further to identify at least one thing that can be attempted immediately should ideally be the next course of action.

This should be followed with a complete and relevant plan which will effectively help to complete the task chosen. Once the plan is well mapped out, the individual would really have no further excuse to delay action.

Ideally, the plan should cover all possibilities to keep the individual from defaulting and abandoning the plan format.

A specific time frame should be allotted, and this should be done without any room for wavering in the decision. This time frame should be the focus of the entire exercise to get the chosen task done.

The individual should be encouraged and even forced to strictly commit to adhering the time frame stipulation allotted. This will create an effective check and balance scenario.



# Chapter 5:

## *Start A Procrastinator's Journal*

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### **Synopsis**

A lot of the reasons that contribute to an individual eventually mastering the art of procrastination, stems from the ability to side step tasks allotted, with convincing attitudes and excuses.

This is often so well done that most people would rather get things done themselves instead of having to go head to head with a seasoned procrastinator and this further enhances the power of the procrastinating individual.

Starting a journal maybe one action that allows the individual to face the procrastinating challenge and with this, acknowledge the hold it has on the individual's life. The following are some areas that should ideally be covered by the journal to ensure its eventual effectiveness both physically and mentally:

## **Journaling**

- Starting a journal would require totally honesty on the part of the procrastinating individual. With total honesty, the individual should list down the entire amount of tasks that he or she had consciously avoided or didn't complete in the past. Nothing should be considered too insignificant and unnecessary; neither should the individual resort to only documenting tasks that were considered a challenge only.
- Once this is done, the procrastinator should note, in a column beside each task, the reason the task was abandoned or not completed to date. Documenting this reason, will give the individual a chance to consider the relevancy of the excuse used, to avoid doing or completing the task. Only then will the individual be able to understand the extent he or she is willing to go to avoid the task.
- Once this is acknowledged, the individual can then move on to actually documenting every task eventually carried out and completed as they unfold. This is a very good motivating tool, especially when the individual begins to tackle more tasks as the confidence levels grow and the procrastinations decrease.



# Chapter 6:

## *Setting Goals And Celebrate Little Successes*

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### Synopsis

Setting goals is a good way to make the individual aware of the things that require the individual's attention, and it also acts as a motivating factor for the daily accomplishments that needs to be completed.

If there are no goals set, the daily life of the individual would unfold in an aimless manner, where the individual will probably just drift around in an abyss, without any particular direction in life.

Equally important, would be the action of acknowledging the successful completion of these goals with a little celebration. The human psyche is such, that all individuals enjoy some form of acknowledgement through the celebration of these achievements. Therefore, incorporating the two important elements would help the individual to be motivated and not become a procrastinator.

## **Great Info**

Success is largely connected to the state of mind, and if this mindset state acknowledges success with celebrations, the mind set is kept in a happy and fulfilled mode more often.

This positive mindset will help the individual strive to achieve more, not just for the reward of the celebration that acknowledges the achievement, but also for the eventual self satisfaction the successful completion of task it brings.

These small celebrations will help to foster the exhilaration brought on by the completion of tasks, which is also a good motivating tool as it encourages the individual to venture further. Once the individual is able to beat the procrastination bug, very little can get in the way of heightened achievements possibilities.

Understanding the concept of small success achieved can eventually create a dependable and strong character, is reason enough to celebrate all achievement small or big. This eventually ensure the individual's first and initial reaction of any task will be one that is positive and quick rather than the old way of procrastination.

# Chapter 7:

## *Use Your Body Against Procrastination*

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### Synopsis

It is popularly thought that the mind is the dominant factor in allowing the procrastinating attitude to prevail in one's life. However, there is also the contribution of the body to this equation, as it responds to what the mind dictates. However even though the mind is still the dominant factor, the body can still be motivated enough, to overcome the thought process effectively and keep procrastination at bay.

The following are some ways the body can help to against the habit forming procrastinating mindset:



## **How To Get Ahead**

Finding the best time to work on a particular task will help the body be more willing and energized to see the task to completion. If there are no distractions and the body is fresh and rested, the chances are better for the successful completion of the tasks given.

Given the uniqueness of every individual's work habits and the way the body responds, it would be a worthwhile effort to stop and consider the circumstances in which the body is most likely to respond positively to the promptings of working on something to completion.

Although multi tasking is something that most people are capable of doing very effectively, procrastinators are more likely to abandon a task at the first sign of distractions.

Therefore, when it comes to the multi tasking issue, it would be better for the body to focus on getting things done in stages and with concentrated efforts.

Overestimating a particular task would also not work well, when it come to getting the cooperation of the body. Tiredness both mentally and physically are very likely to dominate, thus giving the individual an ideal excuse to abandon the task. Therefore, careful consideration should be given to ensure the body is capable of handling the task.

# Chapter 8:

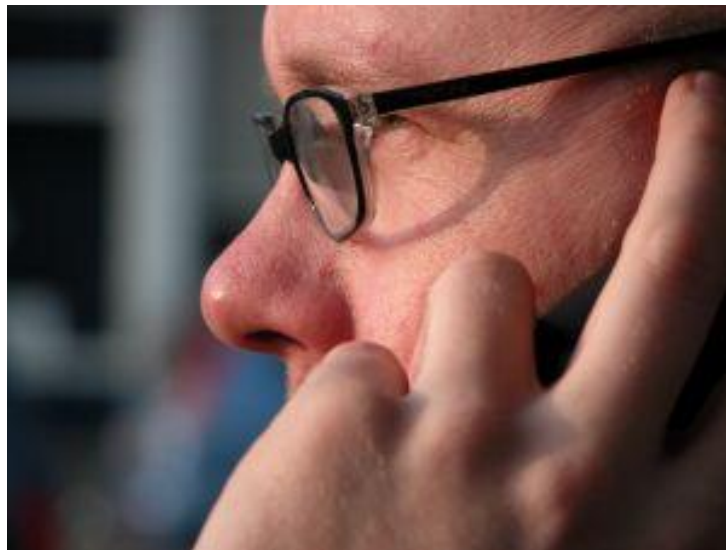
## *Brain Programming For Procrastinator*

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### Synopsis

New research has been able to show that there are many practical ways the mind can be “taught” not to give in to the urge to procrastinate. With this research many procrastinators have attested to being able to beat this often debilitating habit.

The following are some of the ways recommended, and often adopted by those who were able to control the procrastination mindset effectively:



## **Your Brain**

Making a firm commitment – when the mind is conditioned to adhere to a certain criteria, it will function accordingly. Therefore using the commitment as a firm indicator of what is expected, the individual will be able to focus the mind and program the brain to carry out the task based on the commitment given. There should also be no leeway allowed for the task to be postponed or delay in its delivery.

Another way of programming the brain not to indulge in procrastination would involve the stripping the working environment of any distractions. These distractions are always the elements that provide the individual with the loss of focus and thus eventually affect the end delivery time frame first agreed upon. Distractions are also always the excuse the individual gives for not being able to stick to the task and time schedule.

Setting realistic goals and having the additional incentive of a reward system that is both pleasing and attainable would be another way to train the brain to evade procrastination.

The goals will give the individual a clear picture of what the end results should be like and the incentives will help to keep the focus steady and unwavering, thus effectively ensuring the task is completed well within the initial designated time frame and according to specifications. Taking the trouble to design incentives that are attractive is better than just throwing together just any rewards.

# Chapter 9:

## *Affective Techniques To Curb Procrastination*

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### Synopsis

When the individual is set on getting of the procrastination mindset, there are some adjustments that should be made is the attempt is going to have some success. There are many ways to go about curbing the procrastination bug but all of them ideally need the cooperation and willingness of the individual.

The following are some of the techniques that can be considered in the quest to curb procrastination in the daily life cycle of the individual:



# Techniques

One of the more effective ways of overcoming the first instinct to procrastinate would be to design the task to ensure it does not seem overwhelming to the individual. This overwhelming element usually births the natural instinct to shy away from the task hence the choice to procrastinate. Breaking the tasks into smaller and more manageable sections would then ideally give the individual a chance to try and tackle one part at a time.

Sometimes and improvement or a complete change in the working environment will help the individual be more comfortable both in body and mind, and thus be better able to cope with tasks presented. These changes need not be very drastic or monetarily high. A few small adjustments and the addition of color sometimes can brighten the work environment enough to get the individual out of the rut and productive again.

Maintain a positive mindset, by reading such material or motivating oneself with audio and visual stimulations will help the individual be more focused and result driven. Motivation can help to urge the individual to take the necessary actions to ensure the task if fulfill accordingly.

Positive thinking always helps and individual push themselves to explore further and get more things done without the negative existence of procrastination.



# Wrapping Up

Energy and behavior patterns have a lot to do with the individual mental and physical state, and this is a very dominating feature that dictates the general capability levels of the said individual. There are a lot of ways to ensure the individual is ready to make decision that keep the procrastination habit in check.

The following are some tips on how to kill procrastination before it takes over, becomes a habit and destroys the individual's credibility:

- Start with some good habit forming actions, such a picking a couple of item to be completed before actually launching oneself into the work routine of the day. When these tasks have been identified, focus on the immediately and get it done, with the clear and disciplined mindset and accompanying actions that does not leave any room for delegating it to the next day. Once this becomes a daily routine and a habit, the individual will be able to reflect on this capability and thus be more confident of carrying out other tasks during the course of the day.
- Boosting the energy levels to cope with the daily demands on the mind and body should also be a daily regimen consideration. Eating healthy and having a good exercise regimen will benefit

both the mind and body and keep both alert and ready to face the challenges of the day.

- Getting into the habit of doing things immediately as they pop up, is something the most active and focused individual are able to attempt successfully. Building on the positive trait will eventually help to ensure the negative element of procrastination does not exist in the individual's life at all. This habit is a good and productive style to capitalize upon, as it will ensure the individual is always on top of his or her game.

