

Essential Organizing

Free your space. Free your mind.

Are you a procrastinator?

How to alleviate the urge and get more done!

Now I'm not here to point any fingers, or tell you I think procrastination is the enemy. The truth is, I think it's human nature, and it seems that most people I meet are quite experienced in this area. However, just think of how good we feel when we get things done ahead of schedule, and aren't waiting until the last stressful minute to complete a task. If you don't know what I'm talking about- read on!

This edition of Essential Organizing's newsletter, entitled, *Overcoming the Overwhelm*, is here to offer some simple yet effective tips to help you quit with the procrastinating, so you can get more done in less time, and enjoy the feeling of being on top of your tasks!

5 Awesome Tips, (in no particular order)

Pick and complete 3 tasks

Rather than trying to knock out your entire to-do list in one day, pick three tasks that you are absolutely committed to completing, and focus your time and energy on those and only those three good-size tasks

Crunch your day

Shorten your day by an hour or two, to create more urgency as you mow through your various tasks for the day. Just like the day before we go on vacation, where we work quickly with a purpose, like we're on a serious mission to accomplish as much as possible- so should be each day at work. If you have to, schedule a happy hour or a meeting at 4:00, to force yourself out of the office early

Ask yourself WHY you are procrastinating

This answer alone may help you in getting over any barriers-leading you to decide to just complete the darn task, or eliminate it from your list

Reward yourself

This can be a great motivator for propelling you all the way through a dreaded task. Maybe it's taking a half day off of work, a massage or a fantastic steak dinner at your favorite restaurant, but whatever it is, you are a hard-working individual with a lot going on, and you need to reward yourself

Don't should on yourself

We tend to add things to our list for the sake that we "should" be doing them, but the reality is, we are busy people, giving each day our best, so don't add unnecessary pressure or guilt by adding more to our list than you can actually complete

Release your expectations

Remember, your task list will never be empty, so don't feel bad if you aren't accomplishing all you feel you "should"

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