

Title:

Five Steps To Stop Procrastinating And Achieve Your Goals Today

Word Count:

533

Summary:

The two rules of procrastination: 1) Do it today. 2) Tomorrow will be today tomorrow. Vincent

Susan Daley was a successful entrepreneur selling promotional products. She enjoyed making dec

To procrastinate is ^to put o...

Keywords:

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Article Body:

The two rules of procrastination: 1) Do it today. 2) Tomorrow will be today tomorrow. Vincent

Susan Daley was a successful entrepreneur selling promotional products. She enjoyed making dec

To procrastinate is ^to put off doing something~, or ^to postpone or delay needlessly~. Someti

In Susan's case, she loved building relationships with potential clients, helping them to bett

So what was going on?

Awareness is the first step. Think about your excuses for not accomplishing your goals. Everyo

- Fear of change, rejection or failure
- Need to be perfect (I can't do it perfectly so I won't start)
- Lack of time
- Too much stress, pressure or anxiety which leads to paralysis
- Overwhelm on how to start (task is too big, don't know how to do it, etc.)
- Self-doubt or lack of confidence
- Disorganization, indecision
- Other priorities, big (work/family crisis) and little (need to check email first!)

Do these excuses sound reasonable and logical? That's often the case. The problem is that if y

Overcoming Procrastination

The way to get started is to quit talking and begin doing. Walt Disney

Getting into action alleviates the stress of procrastination almost instantaneously.

Here are the five simple steps:

1. Identify the task to be done
2. Identify the first or next step to accomplish the task
3. Commit to a time when you will begin the first step
4. Be aware of your pattern of excuses
5. BUT begin the first step in collaboration with the excuses

Susan outlined the steps needed to organize her files and her office to have ready access to o

Don't worry about eliminating all the excuses, or analyzing too much why you are procrastinati

You'll feel more confident and relaxed as you experience the success of reaching your goals. Y

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