



7 Simple Tips To Help You Stop Procrastinating and Get Things Done

Do you ever feel guilty because you're procrastinating? When you put things off, remember, it doesn't have to be perfect and you don't know have to know everything there is to know about a subject in order to get started. Sometimes all you need is a little bit of encouraging to get things done and stop procrastinating. Here are some tips, you can stop yourself from putting things off before it's too late. And you'll want to hang out with me till the end today because I have a very special announcement.

Hi, if we've never met before, I'm Diane Laffoon. And I'm here with your Joy Tip of the Week. I help stressed out women make minor changes in their lives to feel less anxious and more fulfilled so they can choose joy each day.

Do you ever feel like your life is in a constant whirlwind of work and kids and chores and duties? If so, you are not alone. There are many people out there who feel the same way. And the problem with this situation is that it can leave you feeling overwhelmed and unproductive which causes procrastination to take over, right? Today let's talk about how to stop procrastinating and get things done by following a few simple tips.

First, you have to figure out what motivates you. What are the reasons that you want to stop procrastinating and get things done. Once you know what is motivating for you, it will be easy to easier for you to stay on track and focus. For example, you might be more motivated by the fear of being overwhelmed or stressed out, maybe want to stop disappointing yourself. No matter what your motivation is, it's vital to keep it at the top of your mind. So you can remember why working on a project is essential for you. Personally, for me, money and material things are just not motivating at all. But when I can see clear results of helping someone live their best life. It motivates me to get busy,

and I love to do it. It wasn't until I took a good look at my values and things that are important to me that I realized I spent way too much of my time doing what others thought I should do, rather than accomplishing the task in line with what is important to me. Once I went through a process to develop my own personal mission statement, I then had a clearer vision of what motivates me and makes me more productive and stop procrastinating.

Next, you have to consider the emotional toll it has on you is not just about the motivation to stop procrastinating and get things done. But you've got to consider that there's an emotional toll that comes with procrastinating it's hard on you emotionally. We often put off working on a project because we're afraid of failing or we don't think we're good enough. And these negative thoughts can stop us and prevent us from moving forward. So the key is to find ways to overcome these thoughts and push through them. And one way to do this is by focusing on the positive aspects of completing the task. For example, if you're afraid of failure, instead, think about how succeeding will make you feel. Will you feel proud of yourself? Will you feel like you've accomplished something, maybe you'll feel happy that you completed a task. Making a to do list and checking those items off until they're cleared brings me a real sense of satisfaction. One of my favorite apps to keep track of those things is called Trello. And moving my to do list to done is so rewarding. So once you have a clear picture of the positive outcomes, it will be easier to push through those negative thoughts.

Next, you've got to remove distractions. Remove them from your environment so that you can focus on the task at hand. It might mean turning off your phone, closing all of your browsers on your computer, or working in a quiet space that's free from noise and interruptions. It becomes easier to stay on task and stop procrastinating when you remove distractions. And one of the best ways to eliminate distractions is to set a specific time limit. I for example, would like to work on a project for 45 to 60 minutes, and I do that as focus time. And then I'll take a five to 10 minute break. And taking that break helps me stay focused and helps me prevent me from getting sidetracked. So focus on one task at a time for a period of time.

We often try to juggle multiple tasks all at the same time, which can lead to frustration and then procrastination. When you focus on one activity at a time it becomes easier to stay on task and get things done. I've said it before multitasking isn't a real thing. According to the Center for Brain Health at the University of Texas at Dallas. Multitasking is actually toxic. It's bad for your brain. And the Myth of Multitasking hurts your productivity. It interferes with your brain systems and adds to your stress levels. The problem with multitasking is that you think you're doing more than one thing at a time, what you're doing is actually switching back and forth from one thing to another. And while switching tasks may say, may feel like it's only taking a fraction of a second every time you do it, those small fractions of seconds can add up quickly over the course of the day. So when you do two things at the same time, you might make more mistakes and you'll have less creativity.

Next, you can break down difficult tasks into smaller pieces. Instead of focusing on this entire project before you break it down into manageable pieces and focus on one piece at a time. Honestly, when faced with a significant undertaking myself, I will ask myself, how do you eat an elephant Diane?

How do you eat an elephant the answer one bite at a time. So you take each little piece and work at that one bite at a time. It will stop you from getting overwhelmed and it will prevent you from then procrastinating. One way to do that to do this is setting specific tasks that you know you need to do when you should complete them. Give yourself a timeline. If you can set a specific task and deadline for each small part, it will stop you from putting off the entire project.

You know, we all need to also list the things that you tend to avoid. We all have the same type of tasks that we avoid because we are difficult or we find them difficult or we don't know how to start on them. And these are known as of course avoidance behaviors, they often lead to procrastination. So if you can identify what you tend to avoid, it can become easier to stop yourself from procrastinating. You can use a tool like the Eisenhower matrix Google that Google that is very interesting to help you organize your task. It's a four box grid that allows you to prioritize your tasks based on their importance versus their urgency. The Eisenhower matrix can help you organize your time and stop procrastinating because you can first focus on the most critical tasks and get those done.

And finally, reward yourself this is my favorite, we reward yourself for completing tasks, you can stop yourself from putting off tasks by rewarding yourself, offer yourself rewards for completing them. offer small rewards for giving yourself you know, offer small rewards like giving yourself time to read a favorite book or to do something else that you enjoy. Play the piano is one of my favorites. Or you can give yourself larger rewards for accomplishing bigger tasks like buying a new purse or going out with your friends. Rewards are essential to stop procrastinating because they provide a sense of accomplishment, and they prevent feeling down about yourself. I like this tip rewarding myself because when an end goal isn't visible soon, it helps to focus on the small goals along the way and giving yourself the small rewards. So if there's something that I don't want to do, but I know I need to do I try to find an association between it and something positive. For example, taxes, it's coming to that season, isn't it? And if I have to do my taxes, instead of thinking about it all the time and think of the details and how much I have to get organized and figure out, I will instead focus on how good it feels to put that task behind me for another year, and get that chore checked off my to do list. That usually works pretty well. For me.

It's important to stop procrastinating and start working on things that need to get done. And if you think about it, we all put off tasks from time to time because they're either difficult or we don't know how to get started with them. And one way of overcoming this is by breaking down larger projects into smaller pieces, and then making them more manage manageable and achievable. My favorite too is rewarding yourself for completing specific tasks that can also stop that cycle of putting off work before it comes too late.

Would you like to stop procrastinating and find more time for family for fun times for relaxation? It's easier than you think to find time to do those things you enjoy most. And I would love for you to join me next week. Wednesday, January 5th for a free masterclass. It's called The G.I.F.T. Method masterclass, and you have to save your spot to attend. It is completely free, but I'll put a link below

where you can reserve your spot. During this free masterclass, you'll discover what I call The G.I.F.T. Method. It is a step by step tutorial on how to find hidden time so you can create more joy every day.

We'll talk about how to give yourself a blueprint for the way you want your life to look for your dream life for how you want to choose to live each day. We'll also talk about what you can do to establish a strategy to get focused and live your best life rather than waiting for your busy days to pass you by. We'll also talk about how to fuel your body with an approach to fall asleep faster and stay asleep through the night, because getting a good night's sleep last night is crucial to having a good day today. And finally, we'll also talk about how to make a plan to multiply your time while decreasing your level of stress. So you have more time to spend with family, friends, and doing the things you love.

I sure hope you'll join me for my free mast masterclass next Wednesday, January 5th, where you'll discover what has taken me years to figure out I call it The G.I.F.T. Method. And it's been crucial to giving me the ability to choose joy every day. Thanks for watching. I'll see you next Tuesday for your joy tip of the week and I hopefully will see you Wednesday as well. But for now, I pray you seek faith. Give love, find hope, and choose joy.



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