

7 Ways to Beat Procrastination

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<http://www.youtube.com/watch?v=txMBu8pary4>

1. Take a large project and break it down into manageable tasks
2. Don't over plan
3. Find ways to get started – do something
4. Don't expect perfection – aim for progress
5. Create a routine that prompts you to begin your work and avoid delays, like creating a workspace that eliminates distraction, using the same pen or pencil, or putting on a baseball cap.
6. Make your "To-Do's" manageable. Target them to approximately 20 or 30 minutes
7. Reward yourself for being successful at getting started by doing something you like to do

Learning the discipline of doing important things, especially difficult things, will build your confidence and inspire you to take on even greater challenges.