



Reduce Procrastination & Boost Productivity

Tracie L. James

How to Reduce Procrastination and Boost Your Productivity

“Don’t put off until tomorrow what you can do today!” Ben Franklin

A study conducted by University of Calgary reports that 95% of people procrastinate at least some of the time. WOW!! That’s a staggering number. Definitely could explain why most companies struggle with productivity.

The obvious question now is “Why?”

We can all have an off day here and there. If you’re sleepy, under the weather, aggravated or distracted, you will be unable to focus on the task at hand. I know I used to feel that I worked better under pressure. In college, I often waited until the last minute to complete my work. Looking back on it, I caused myself unnecessary stress.

The way you feel can contribute to procrastination. In addition, lacking clear goals, indecision, feeling overwhelmed and unpleasant tasks can also contribute. Honestly, the majority of us are wired to do what’s easy first and save the tough things for later because we feel it’s easier.

But procrastinating isn’t a desired trait when you’re working to progress in your career.

So how do you break a habit that plagues so many people?

1. Stop Making Excuses! You know you’re lying to yourself.

You know 5 more minutes of checking email or social media is a big deal. Be honest. You know you will waste much more than 5 minutes if you don’t stop now. 5 minutes on social media quickly turns into 30 minutes. Stop using it as an excuse to keep you from doing the task that seems difficult or makes you uncomfortable.

You’re lying to yourself over and over again. You know you don’t do your best work under pressure. Every minute you waste on the things that aren’t important,

you decrease your ability to produce quality work. Rushed work has more mistakes. Start it today and you will have less to do tomorrow.

If there are tasks that you don't like doing, stop lying to yourself about it. Admit you don't like, then accept that you must do it because it is a part of your job. Think about it this way – if you get it done, then you can move on to more pleasant tasks instead of having it hang over your head.

Stop making excuses and get to work. Tell that voice in your head NO. Get focused on what's most important – the task with the deadline. That email or post on social media will be there when you get done working.

2. Ignore the urge for perfection. It doesn't exist. Pursue Excellence instead

Experts say that one reason people procrastinate is because they're afraid of making mistakes. But no one's perfect, so what's the problem?

I guess a lot of people forget they're not perfect, and that everything they do doesn't have to be perfect right out of the gate.

So, whether you're writing a report, creating a spreadsheet, planning an event, etc., just write whatever comes to mind. It doesn't have to be perfect or even good.

Getting something down on paper or on the computer gets your brain working, puts you in the right frame of mind and gives you a sense of accomplishment.

You can always go back and make adjustments later.

3. Spend the first 30 minutes of your day working

Don't check email. Don't look at social media! Just sit down and start working.

If you do this and get a good work rhythm going, it'll be much easier to ignore distractions.

If 30 minutes is too hard, try 10 minutes. The goal is to get wrapped up in work and not distractions.

After you've been working for 30 minutes, then stop and check your email. Chances are you'll only look at what's important and not every single email because you'll want to pick up where you left off.

4. Develop a plan to break large projects into smaller tasks.

When we feel overwhelmed, we will often procrastinate. The most important thing to do is break it down into smaller tasks so it's easier to complete the project. Focus on the part you're working on now. Give no thought to the next step until you've completed the current one. Before you know it, you'll have the entire project done. Set deadlines for each small task and it will ensure you will complete the entire project on time and without stress.

5. Be realistic with your time

Take the time at the end of each day to prioritize what must be completed the next day. Allot time on your schedule for each and be realistic. Recommendation – no more than 7 tasks on your list each day. Reserve the others to be addressed if there's time.

Reduce overwhelm by not putting everything on that list. Be sure you've allotted time for lunch, breaks and interruptions.

6. Block out distractions

If the task requires your full concentration, listen to music via earbuds or headphones. This will block out any background noise that can be distracting. In addition, people are less likely to interrupt you when they see the headphones. It can reduce interruptions as well. Be sure it's music that will not be distracting.

Be focused on building your productivity levels by implementing these tips. I would love to hear from you if you have other tips that work to increase productivity and reduce procrastination. Share with me on social media (@iamtracieljames) or by email at [Hello@TracieJames.com](mailto>Hello@TracieJames.com).

Tracie L. James



Leadership Strategist, Speaker and Author

Tracie L. James is a Sales and Marketing professional turned Leadership Strategist, Corporate Trainer, Speaker, and Author of “Excuse Proof Leadership”. For over 20 years, she has utilized her expertise to help corporations, nonprofits, and educational programs. Clients include executives, entrepreneurs and organizations of all sizes. Tracie has appeared on TV and radio. In addition, she has performed on stages throughout the United States.

With numerous awards and accolades throughout her sales, marketing, speaking and consulting careers, Tracie is not easily placed in one category, she defines her own. Tracie’s number one goal is to educate, develop and encourage leaders to reach their full potential.

To Contact Tracie:

Follow on social media @iamtracieljames

Website: TracieLJames.com

Email: Hello@TracieL.James.com

Phone: (832) 781-0540