

Procrastination can make you feel like a loser. It can slowly turn your self image into that of someone who just can't get work done. Don't let it take over your life. Here are 10 proven tips to stop procrastinating once and for all.

**1. Break down your tasks:**

- a. Break it down into phases, then focus on one phase at a time.
- b. Focus only on the immediate phase and get it done to your best ability, without thinking about the other phases.
- c. And when it's done, move on to the next.
- d. P.S: A to-do list can help.

**2. Create a detailed timeline with specific deadlines:**

- a. After breaking down your project, create an overall timeline with specific deadlines for each small task.
- b. This way, you know you have to finish each task by a certain date or time and it creates the urgency to act.

**3. Finish your day before it starts:**

- a. The best decision you can make towards avoiding procrastination is to plan your days in advance.
- b. Every night write down your plans for the next day.
- c. This way the most important goals and projects are given ample time to be crushed.

**4. Reduce your Decisions:**

- a. Reduce the number of decisions you need to make during a given day by:
  - i. making those decisions ahead of time, or
  - ii. creating habits around certain areas of your life.
- b. Doing this will boost your effectiveness and prevent you from draining your energy.

**5. Manage your energy, not just your time:**

- a. During the day we all have peak productive hours and less productive hours.
- b. Push yourself during the productive ones, and not when your energy levels are low.
- c. If you feel tired, take a nap or a walk and start working right afterward.

**6. Improve your lifestyle to have more energy:**

- a. If you don't have high levels of energy, it's very normal to procrastinate.
- b. And this lack of energy may be caused by an unhealthy lifestyle.
- c. Here are a few recommendations for improving your lifestyle:
  - i. Get enough sleep (7 – 8 hours)
  - ii. Eat a healthy diet with lots of green veggies
  - iii. Avoid unhealthy snacks
  - iv. Exercise a few times per week
  - v. Drink enough water

**7. Make an identity shift:**

- a. If you see yourself as a lazy person, the best solution is to change that perception within yourself.
- b. Imagine yourself as an ultra-productive person, never suffering from procrastination.
- c. How does your life look?
- d. Do you see any benefits?

**8. Don't let perfectionism hold you back:**

- a. Are you waiting for a perfect time to do XYZ?
- b. Ditch that thought because there's never a perfect time.
- c. And if you keep waiting for one, you are never going to accomplish anything.

**9. Hang out with people who inspire you to take action:**

- a. The people we are with influence our behaviors.
- b. Identify the people who trigger you - most likely the go-getters and hard workers - and hang out with them more often.
- c. Soon you will inculcate their drive and spirit too.

**10. Just Do It!**

- a. In the end, it boils down to taking action.
- b. You can do all the strategizing, planning, and hypothesizing, but if you don't take action, nothing's going to happen.
- c. Mobilize every single unit of discipline you possess & push yourself into making the first step.