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Kick the Procrastination Habit

By Lee Milteer

You wouldn't believe how many times I hear my coaching clients say "I had a great idea but before I could enact on it, someone else did." Or, "I learned something from a coach and I know if I took action on it, I would be massively successful, but I just haven't had the time to do what I need to do to implement it yet."

As entrepreneurs, it's in our nature to see possibilities, but the main difference between successful and average people is the ability to take action even when things are not perfect. The old saying, time is money, is true for entrepreneurs and business owners. Life and business seem to change on a dime and those of us who see opportunities and do not act on them often lose out, not only to the profits, but to the fact that others who take advantage of the opportunity or change will leverage themselves to a better market position or more income.

The following are some suggestions excerpted from my Entrepreneur's Guide to Banishing Time and Energy Vampires (www.milteer.com/timeprogram) to help you kick the procrastination habit. Mold these to fit your personality and work style. Taking action, as opposed to not taking action, is what makes the difference in your bottom line and personal enjoyment of your business.

Everything we do becomes a habit. Our successes and failures come from our daily habits. Ask yourself where you currently procrastinate in your life:

- Identify the areas so you have a point of reference. Don't beat yourself up for the past because that is a waste of time and resources. Simply accept your past

procrastination without judgment. By doing this, you free yourself to deal with it more objectively. Don't give it more power to work against you.

- Have the skill of awareness and as you approach your next project, monitor yourself. Think about what your "typical" procrastination behaviors are. Write down typical feelings, behaviors, and excuses and watch out for them as you progress through your next project.

Here are just a few techniques you can use to get organized and prevent procrastination:

- Be realistic about time. Procrastinators tend to be poor time estimators and carry unrealistic expectations about what they can do in a given period of time. Estimate the time it takes to perform different tasks, then clock the reality of performing them. Give yourself enough time to reach your goals. If you have never done a time log, it would be a smart idea to "GET REAL" and do one to find out exactly what time it takes to do certain jobs.
- Schedule and allow yourself free time. Enjoy it. Long blocks of intense work aren't good for anyone. Schedule breaks for socializing, exercising, or just relaxing. Don't feel guilty about taking short breaks. You deserve them.
- Learn to delegate responsibilities. Procrastinators often believe they should be able to do everything themselves. Since this is unrealistic, try identifying tasks of lesser importance and ask the best person to do them. You will find yourself with more time to devote to your most important work. One of the secrets of success is to only do what you are really good at and outsource the other work.
- One of the top resources of all Peak Performers is that they take the time to play out the end result in their minds. Mentally rehearse or visualize how good you will feel when you finish the project. Let the positive vision help you get back on track. In closing, remember if you need a "procrastination break," take one. Just keep in mind that you are in control of it and it is not controlling you.

Find Your Blind Spot Coach

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