



HCS STAFF WELLNESS NEWSLETTER



Are you a procrastinator?

The school year is almost over and deadlines are looming! Tune out distractions and stay on task with these six expert approved tactics:

1. Do the worst thing first. Attack the hardest task when your energy is fresh and you'll give yourself the strongest chance of success. Putting off the dreaded item on your list saps your strength and ultimately all of your other tasks suffer.
2. Start your day over at 2 pm. Make a list of things you need to do at the start of each day. At 2 pm, assess how much you've accomplished, remind yourself of what's critical, and alter your plan so that you can tackle the most important thing.
3. Make the job smaller. Instead of being disheartened by how much you can't do, look at how much you can. If you have 12 boxes of clutter to sort, do only one. If you simply have to get it all done, shrink your task by assessing quality versus quantity. Some things are not important enough to warrant perfection.
4. Create an audience. It is easy to change your plan when your commitment to yourself is the only thing at stake. But make yourself accountable to others and suddenly fear of letting someone down might be the perfect motivator.
5. Race the clock. Having trouble even beginning a burdensome project? Try the old trick of setting a timer for 10 minutes. Work in a focused manner for that short stretch and you'll be surprised what you can accomplish. You may get engrossed and end up working longer. Once a sense of satisfaction replaces the dread you felt before, there's a decent chance you'll continue.
6. Plan an unprocrastination day. Gather your most neglected tasks and a no-nonsense companion and head off for a day of productivity, vowing not to return home until your long ignored to-dos are done.