

### 9 Tips to Stop Procrastinating

#### Tip #1:

Remind yourself that there's always more to be done than can be done. Then ask yourself if you're getting the right things done.

#### Tip #2:

Make a smart to-do list by including only the items that you're avoiding, not the ones you know you'll do anyway. Then set deadlines.

#### Tip #3:

Break the task down to lessen the sense of being overwhelmed. Once you start to enjoy an accomplishment or two, you're more likely to keep going and finish.

#### Tip #4:

Eliminate temptation to do something else. Turn off your phone, turn off your TV – get rid of all possible distractions.

#### Tip #5:

Bargain with yourself. If you finish your homework now, you can go to the movies later.

#### Tip #6:

Focus on the success you will achieve and the joy you will feel.

#### Tip #7:

Come up with a consequence that will deter you from avoiding the task.

#### Tip #8:

Ask someone to help you complete the task.

#### Tip #9:

Make your intentions public. This will add pressure, but for some of us, avoiding embarrassment is the mightiest motivator.