

MTS WRITING PRESENTS

PROCRASTINATION

BEAT IT AND WIN YOUR
LIFE BACK



Procrastination

Beat It and Get Your Life Back

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Procrastination - you can beat it

Procrastination - quite a nice, long word, describing such an ugly habit. The habit which brings nothing good, really. If you are a procrastinator - don't worry. You are in a fine company of around 99% of the population of the world. What is it that adulting is so hard? That instead of doing our work straight away we are finding any excuse possible to postpone it? The results are miserable: we can't finish anything properly, and self-guilt adds to the real possibility of depression or anxiety.

But not all is lost. You can win this fight and get your life in order. A few simple tricks, a few changes in lifestyle; you can have your work done and your free time earned.



You might not like this step. You might not like it at all. But once you start practising different morning routine, you will never look back.

The scientists and doctors, although they usually tend to differ at many other points, they come to an agreement when it comes to the subject of sleep. Sleep is good - that much you know, and you're desperate for more of that goodness. But what kind of sleep is the best? The night's sleep. Scientific studies show the connection between the time of sleep and risk of many serious diseases: cardiovascular disease, diabetes, respiratory disease, gastrointestinal problems, and psychological problems, to name just a few. If you're not convinced, let me put the final stone to that pile - late night sleepers are at a higher risk of premature death. Here, we said this.

Waking up at the usual time is hard enough, and only a substantial amount of coffee can aid this titanic task. And we're telling you to start getting up even earlier? But think about it:

Peace. Quiet. Brain refreshed after a night's sleep is more ready to start the awaiting task than brain overloaded with all day's stress. Once you complete your due job, the nice, fuzzy feeling of accomplishment will accompany you through the day. And that can brighten it immensely.

Alternatively, you can use these quiet, morning hours as your 'me' time, to charge your battery, and to better prepare for a day with its tasks and challenges.

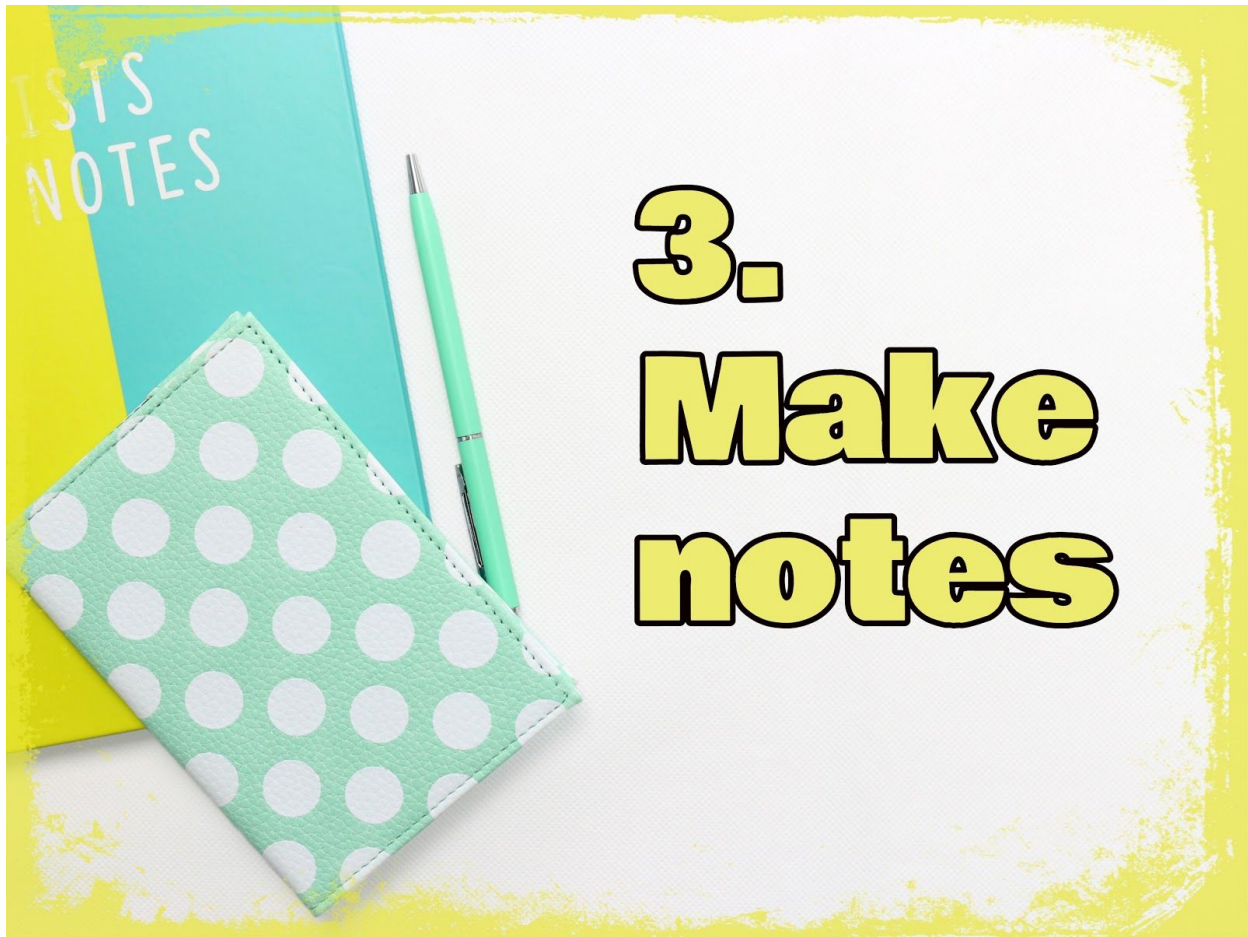


You know very well what springs to mind first. Yes, it's your beloved best friend, your faithful companion - your phone. Try to remember those times before everyone held a smartphone close to their face all day. Or, in case you're too young to remember that, just use your imagination. Of course I'm not telling you to throw your phone through the window; that would be a shame and a waste. Just try to train your character by restricting your use of a phone if you have some important work to do. I mean, do you really need to read every single WhatsApp message straight away? Do you need to react to every like on Instagram the next second you received it? Probably not. Try to switch off if not your phone, then at least the internet, for a time some important work awaits.

You will be surprised how efficiently you can work without constant beeping of a messenger app.

Of course, the internet isn't the only source of distraction. You know it best for yourself what things don't allow you to concentrate on work. Is it the cake in the fridge you can't stop thinking about? Eat it - the source of distraction removed. Are the kids disturbing you too much? Try to work when they sleep or sit in school. Is it a new book you can't wait to start reading? Lock it somewhere and throw away the key - you can break into that cupboard later, after you've finished your work. Is it your cat? Ok, not much to do here, you can't eat it, lock it or send it school. Cats are this source of distractions Universe can't really do much about.

But you got the idea. Give it a thought, identify the main sources of your distraction, and find a way to get rid of them, at least temporarily. Just don't get rid of your cat - it's so adorable when it purrs.



Even before fancy apps were invented, people relied on listing the awaiting tasks. I guess they procrastinated a bit less - they weren't surrounded by distractions like we are now: Netflix, Internet, or fancy apps. We have to concentrate hard to focus, and lists are helping with this.

It seems to be simple enough; just write down all the tasks you have to complete. The trick here is to write just the right amount. It may be tempting to put down as many positions on your list as you can; after all, writing is easy. But try to be realistic and think: "Will I manage to complete all of this? Or I'll barely manage a half, and will be left with a sour feeling of failure and

disappointment?”. It’s better to start low and gradually increase the amount of entries on your list.



The internet screams: dream big! Motivational quotes shout: Nothing is impossible! That's all kinda true. But why no notebook or wall sign says: "Set achievable goals" instead of "Set high goals"? If you don't hide under a rock, or on a desert, but you are a part of a modern society, you are surrounded by all that motivational rubbish. Is it really so uplifting to drink coffee from a mug that tells you what to do, when you're failing to do so? Or rather depressing? Do you feel like you're a failure because you're not a dreamer but a procrastinator? Don't.

Stop. Relax. Use your brain. Listen to yourself.

Don't plunge headlong into the craziest projects just to fail from lack of preparation. This can result only in frustration. Make your plan, taking into

consideration your own shortcomings, your conditions, and assets. Better to start too low than too high. It will not only allow you to finish your task for sure, but as a bonus, you will get that nice, fuzzy feeling for completing it. Of course, raise your goals from time to time, make it a personal challenge, but without the stress. You are your own boss and your own competition. And coffee mug won't be telling you what to do anymore.



We're not children anymore - at least on the outside. But who doesn't enjoy a treat from time to time? Come on, admit it. We are all doing it. Treating ourselves after a stressful day, after a demanding workout, after... Well, you know it. So why not use this system when you really, really deserve it? For example, after completing a task, you were postponing for too long? Probably relief of finishing it will be rewarding itself, but what about that little something extra? It doesn't have to be big. Ten minutes solely to yourself. Extra large coffee. A few episodes of your favourite drama. A nice walk. Yummy cake - oh, wait, you've eaten it already when removing distraction. Anyway, you know yourself best, and you know what little reward can motivate you.

How to beat procrastination **HARD**

- 1 • Early rise and shine •
- 2 • Remove distractions •
- 3 • Make lists •
- 4 • Set achievable goals •
- 5 • Treat yourself •

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One final advice - stop lying. Yes, when procrastinating, you are turning into a big liar: and the one who listens to and believes your lies most is... also you. "I'll do it tomorrow". "Just one more episode, and I'll do it". "Five more minutes, and I'll wake up". While believing your own lies (because you WANT to believe), you also know in the depth of your heart that tomorrow you will make the same excuse; you're going to watch a whole season, not just one episode, and that you gonna sleep as long as you can, not waking up early.

So try to be honest with yourself. Get off of throne of lies. You deserve honesty. Next time you tell yourself: "Just one more...", take yourself to the side and say: "Ok, buddy, we both know it is not going to be just one. We both know you're trying to trick me here, distract and cause a self-guilt. But you know what? I see right through you, buddy. And what I'm going to do is to complete my task right now. Surprised? Better be, as you have no hold of me anymore". That sorts the problem, at least until the next "Just one more...". Hopefully, with practice and a minimum of strong will, you can beat up the monster of procrastination and improve your life.