



Comprehensive Global Management Consulting Services

Commentaries and Insights from Allawos & Company

May, 2015

“Procrastination?”

Michael Allawos, Principal Consultant

Benjamin Franklin once said, "You delay, but time does not". That statement sums up the problems of procrastination. Those individuals who fall prey to procrastination often find themselves putting off important tasks, time and time again, until time has run out.

In order to beat procrastination, you must first understand why you let it happen. Maybe it comes from a subconscious fear of the project at hand. Maybe the pending task rates as the least enjoyable thing to tackle on your "to do" list. Maybe the project seems too large to ever accomplish. Maybe you are waiting for the "best" time to take on the project - a time that never seems to come.

Whatever your reason is for allowing procrastination to destroy your plans, it is time to learn how to control this major time management problem. While you will probably not be able to beat this destructive habit overnight, taking small steps each day to improve your situation will inevitably result in success.

The first step in beating procrastination is recognizing the problem. Do you put things off because you lack motivation, the project scares you or because you lack the abilities? If the problem is lack of motivation you need to pinpoint areas that you need to change. For example, if you usually tackle high-energy projects after lunch when all you really want to do is lay down and take a nap then you need to reschedule your workday to reflect your most productive hours.

If the problem is your fear of a certain project, review the project to pinpoint exactly where the problem lies. For example, maybe the third part of the project involves using software that you are unfamiliar with. This fear can keep you from tackling the project thus allowing you to avoid the possibility of failure. To overcome this problem break the project down into achievable segments and learn what you need to about the project to become more confident in your abilities.

If your procrastination is due to lack of abilities or time, find a consultant.

After you have identified why you procrastinate you need to remove the word procrastinate from your vocabulary. The more you call yourself a procrastinator the more likely you are to become one. To help with this step, start replacing the negative word with a more positive motivating one.

For example, if you have put off deciding on a new banner ad campaign instead of saying, "I need to stop procrastinating" say "I will begin this project in one hour and impress myself with how much I can accomplish". With the first statement you are cementing the negative habit and turning the act into a self-fulfilling prophecy. With the second statement you are reinforcing a positive action and increasing positive energy.

Another way to overcome the mental causes of procrastination is to stop and think about your behavior each time that you find yourself falling into this time wasting trap. The next time you find yourself jumping at any excuse not to tackle a pending project, stop, and ask yourself what the problem really is. Why do you not want to complete or even begin the project? Even if this step doesn't motivate you to change your behavior right then and there, at least it will help you become aware of the problem and the thoughts that lead to the continuation of the cycle. As a suggestion to help break the internal drama, start the day doing what pains you the most so that the rest of the day is a cake walk.

These steps and observations may be your solution out of the procrastination situation. As with all business issues for success and improvement everything revolves around communication, including communicating with yourself.

About Allawos & Company, LLC

Allawos & Company is a comprehensive global business-consulting firm, tuned to enable organizations to identify and exploit opportunities through creative engagement built on a foundation of decades of senior management experience.

Whether in corporate development, strategic planning, alliances, market development, diplomatic engagement or manufacturing optimization, our team is focused on client-specific value creation.

Michael Allawos
President & CEO
Principal Consultant
California, USA

Larry Vertal
Senior Consultant
Corporate Development
California, USA

Ambassador Werner
Brandstetter
International Diplomat &
Strategist, Vienna

Albert van Rensburg
Senior Consultant
International Bus. Dev.
Guateng, South Africa

James Kohlhaas
Senior Consultant
Systems Integration
Washington DC, USA

Dennis Alfieri
Senior Consultant
Real Estate/Gov. Affairs
California, USA

Stephanie Jones
Senior Specialist
Employee Relations
California, USA

Jim Shivers
Senior Specialist
Water Treatment
California, USA

Magnus Caspar
Senior Consultant
Basel, Switzerland

Alex Kam
International Trade Specialist
China & Hong Kong

More information is available at
<http://www.allawosandcompany.com>
or by calling (626) 335-5015 or (626) 824-4546