

“Frustration From Being Tempted To Procrastinate”

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Ah spring is in the air and your mind wanders to the great outdoors after months of being cooped indoors dealing with cold, cloudy days, and mounting paperwork on your desk. Yes we all look for ways and situations to avoid the unavoidable and will use every excuse at our disposal.

A great way to overcome the temptation of procrastination and the resulting frustration that it can cause is to remove the things that trigger these thoughts. Have a plan to get the work done, make a game out of it, if you don't start you'll never finish. Remember the old adage, how do you eat an elephant? One bit at a time.

For example, if you have to clean up your desk or sort through a stack of jumbled notes before you can even begin working on a project, you are more apt to put it off than if it was all set up and ready to go for you.

Good habits to follow. Organize all of the paperwork on your desk. Keep your folders, both physical and those stored on your computer, organized and labeled for ease of use. For computer files you can spend a little time up front and map out each folder and their sub folders with their contents until it simple becomes routine and you no longer need the map.

Use color-coding or other organizing systems like numbering or lettering for prioritizing and to track and separate the different segments of the project and make them easier to work with.

If you have implemented all of the above techniques and still find yourself battling with the pitfalls of procrastination, motivation may not be your problem. More likely, you have problem differentiating between the importance of each task and end up doing too many things at once.

This "being busy without actually accomplishing anything" mode can get out of hand and lead to your being bogged down with numerous areas of unfinished work. To defeat this type of procrastination problem, you need to learn how to better differentiate between important projects and urgent ones.

Important tasks are those that must be done in order to further your career, build your business, or add to your personal life. These projects must be done on a regular basis and are usually easy to focus on because they are driven by personal reasons to succeed.

Urgent tasks or projects, on the other hand, are those projects that require immediate action- your website is experiencing problems, your shipper cannot make a deadline, your wholesaler will be unable to deliver the promised product- yet are not as important to your overall goals as the important projects.

Contacting your web designer to fix a website problem will, of course, make business run better today and into the future, but it is still a problem that is easily fixed with a simple delegation and follow-up that will affect the sort and long-term outcome of your business.

Again organizational skills and establishing priorities are key in reducing business stress and frustration. If you don't start you'll never finish.

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Sincerely,

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