

## OVERCOMING PROCRASTINATION (PART ONE)

To get all possible work done either in your career life, workplace, family, etc. you must put to death every form of procrastination in your life. In achieving peak performance, Procrastination is one of the subtle killer diseases to accomplishing our tasks. Normally, it appears to be friendly but deadly in all ramifications.

What then is procrastination? It is the avoidance of doing a task which needs to be accomplished thereby putting it off to the last possible minute. As Napoleon Hill said, "Procrastination is the bad habit of putting off until the day after tomorrow what should have been done the day before yesterday." Procrastination usually results in sorrowful regret. Today's duties put off until tomorrow gives you a double burden to bear; the best way is to do them in their proper time. Listen, Waiting is a trap. There will always be reasons to wait. The truth is, there are only two things in life, reasons and results, and reasons simply don't count.

Procrastination has been proven to be a major problem in both career and personal life of majority of people. Personally, I have been a great victim of procrastination for many times, and it has dearly cost me a lot until I learnt my bitter lessons. Procrastination has a high potential for painful consequences---it is opportunity's natural assassin. Missed opportunities, stunted potential, unfulfilled dreams, sorrow, regret and guilt are some of the many outcomes of allowing procrastination into our lives. Most organizations have lost millions, missed opportunities, lost valuable assets due to procrastination of things that need to have been done. Their inability to take a risk, lack of decision making, and postponement of tasks that needed to have been done has made them transfer their valuable business opportunities to their competitors. As Theodore Roosevelt said, "In a moment of decision, the best thing you can do is the right thing to do. The worst thing you can do is nothing."

Remember, procrastination is a habit, not a fatal flaw. It takes persistence to change, but you can overcome it and unleash your potential to the maximum. Below we are various reasons why people procrastinate. Next week we shall be dealing extensively on ways to overcome procrastination.

## Why Do People Procrastinate?

- **Poor Time Management.** Procrastination means not managing time wisely. You may be uncertain of your priorities, goals and objectives. You may also be overwhelmed with the task. As a result, you keep putting off your tasks or assignments for a later date. Fred Brooks said, “How does a project get to be a year behind schedule? One day at a time.” Procrastination puts you behind schedule because you allow yourself to steal your own valuable time which should have been invested into work.
- **Unnecessary Leisure:** Most people spend unnecessary time on things that are not productive e.g. TV, spending a great deal of time with your friends and social activities. Most employees falls into these categories—they are good at chatting with their colleagues at the expense of their duties at work. At the end of the day they discover they have a lot to do. Some employees even in the bank are unable to clear their desk before leaving for the day due to unnecessary leisure, chatting with colleagues or other personal matters that steal their valuable time from them. In so doing, they fall prey to procrastination which results to pressure on them to accomplish their task for the day.
- **Fear and Anxiety.** You may be overwhelmed with the tasks before you. As a result, you spend a great deal of time worrying about your tasks rather than completing them. Denis Waitley said, “Procrastination is the fear of success. People procrastinate because they are afraid of the success that they know will result if they move ahead now. Because success is heavy, carries a responsibility with it, it is much easier to procrastinate and live on the “someday I’ll” philosophy.”
- **Negative Beliefs** such as; "I cannot succeed in anything" and "I lack the necessary skills to perform the task" may allow you to stop yourself from getting work done. Listen, if you think you can you can; and if you think you

cannot so be it. What you think you get. It is as simple as that. If you go to the ocean with one bucket, the ocean will give you one bucket of water. If you go to the ocean with a thousand buckets, the ocean will give you a thousand buckets of water. Life gives you what you demand not what you wish to have.

- Waiting for the right Mood: There is nothing like the right mood to do what urgently need to be done. You just have to get into work and complete your task. Pearl Buck said, “I don't wait for moods. You accomplish nothing if you do that. Your mind must know it has got to get down to work.”

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