



Staying Focused on Your Work

Procrastination is a part of life. Sometimes it's just easier to put your responsibilities aside when you feel overwhelmed, overworked, or distracted by more relaxing or recreational pursuits. However, when you postpone too many projects, your life can feel disorganized and out of control. Here are some tips to avoid procrastination as you learn to focus on the tasks at hand.

- Make a list of everything you've pushed aside.
- Make a note of why you postponed the task and what you'll need to do to correct the situation.
- Organize your list based on the priority of each item.

Now That You Know What You Need to Do, It's Time to Act!

- Make a commitment to yourself to complete your tasks on time. Motivate yourself to get your work done by listening to music or giving yourself a pep talk.
- Take a closer look at why you postpone certain things.
- Visualize what it will take to complete each item on your list. Imagine what you'll be able to do once that task is complete and off your checklist.
- Break your projects into short-term and long-term tasks to help you manage your time.
- Limit your checklist to no more than 10 items per day. Always address the most important items first.
- Review your work habits to determine what works and what doesn't.
- Try to stay positive when you start to feel overwhelmed.
- If necessary, delegate your responsibilities to others.
- Celebrate when you meet deadlines. A short break, a night out, or even a major activity can help you prepare for the next project.

Remember, if you're having a problem with time management, there are easy solutions to correct the situation. You can get your life in order and your work done on time!

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