

I missed it! September 6 was **Fighting Procrastination Day – Just Do It Day!**
Do you procrastinate . . . always? Sometimes? Only when you dread doing something?

I do occasionally procrastinate when I face undesired tasks – I am trying to be better about that this year; it is SO much easier to just Do It!

So how do we Fight Procrastination?

- Find the answer to ‘What’s In It For Me’. Why is this task/decision important. What will I achieve once it is completed?
- Use positive self-talk to keep you moving forward.****
- Chunk your time. Set a timer. Work with your concentration and energy not against it.
- Make appointments with yourself for breaks, planning, and visioning.
- Get organized. Build systems and procedures to follow that will keep you on track or simplify the process.
- Get rid of junk and clutter. These are just distractions.
- Watch out for time gobblers – Internet, email, phone, socializing.
- Delegate when not part of priority. Share tasks.
- Get support. Share your goals and keep others updated on your progress. It is harder to procrastinate when others are ‘watching’.

“If we fail to control the events in our life, then the events in our life will control us.”

“Our thoughts determine what we want, but it is our actions that determine what we get.”

Resource: [Work Smart/Live Smart](#)

Ready – Just Do It!

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