Why We Procrastinate

- Feeling inadequate about our skills
- Setting unrealistically high standards
- Avoiding discomfort
- Fearing success & accompanying expectations
- Worrying instead of taking action
- Having too many demands on our time
- Not seeing our efforts produce desired results

How to Cope

- Write down realistic goals
- Rank goals in order of priority
- Break down big tasks into smaller ones
- Develop a daily or weekly plan for tackling our goals
- Work in small blocks of time
- Give ourselves some flexibility
- Get started. Don't wait for motivation to strike.
- Reward ourselves for taking action

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