

Albert Moorin
San Diego State University

Project: Working with the Ideas from *The Procrastinator's Handbook* by Rita Emmett

Fallacy: Dreaders fear that projects will take too much time.

Truth: It will almost always take less time than you thought. Process: devote one uninterrupted hour, a so-called time crunch, to the task Here are the possible results:

- 1) You will finish the job and be surprised how little time it actually took.
- 2) You will realize that it will take longer than you thought, but you will make a small dent in it, thus relieving the stress of putting it off.
- 3) Once you realize that you are not finished, you will have gained enough momentum to continue the job until you are finished.
- 4) Break the job into pieces.

The "I-Don't-Like-Doing-It Job" example: exercise program: Idea: do it first thing in the day. Result: you will get a pleasant feeling from this experience. Give yourself a reward. (Examples: p 25) movie, play, concert, nature walk, favorite sport, read a magazine, eating out. Nurture the kid in you.

Problem: The project is boring. Solution: sweeten the pot – play some inspiring music while you are doing it.

Problem: The equipment you need is missing. Solution: buy it yourself (i.e. hamper, stapler, pen, etc.)

Advice: Write down the projects that fill you with dread. One Solution: Set up a file system.

Excuses: everyone has one. I'm too old, too young, too inexperienced, too unskilled, overly educated, too weak willed, too scared, etc. Solution: Don't accept the excuses. Value: positive self-talk.

The Mother of All Excuses: "I work best under pressure."

If you really believe this idea, you must answer to all of these questions: (p. 37 and 40) Sometimes it is good to procrastinate. Everyday make a list and review the list daily.

The Games People Play: time wasting activities:

Shuffling through the same papers, playing computer games, indulging in long phone calls, lingering with unexpected visitors, attending unnecessary meetings, aimless drifting, trying to do too much at once, being indecisive, pushing yourself when you are

too tired, saying yes when you should say no, doing something that does not need to be done (or that somebody else can do), doing an excessive amount or preparation, TV watching, pacing,

Naming the types: the perfect preparers, the socializers, the happy helpers (you are in charge of problems others should handle – these other people are users – you can never do enough for them – they are not satisfied, but in some way you are the victim. You want them to like you. Quote: “Too long a sacrifice can make a stone of the heart.” William Butler Yeats

Problem: rebellious procrastination – what is the payoff?

Question: are we born that way? Answer: no. One must not be overly busy.

Quotes of value: “It is not enough to be busy; so are the ants. The question is: What are we busy about.” – Henry David Thoreau

“Beware the barrenness of a too busy life.” Socrates

“Procrastination is opportunity’s natural assassin.” Victor Kiam

Reasons why we procrastinate:

Fear of Imperfection

Fear of the Unknown

Fear of Judgment

Fear of Making Mistakes

Fear of Success

Fear of Having to Live up to a High Standard

Fear of Change

Fear of Too Much Responsibility

Fear of Finishing

Fear of Feelings

Fear of Being Rejected

Fear of Making the Wrong Decisions

Keys: Information must be found. Prioritize your decisions.

Conquering a Fear: What is the worst that can happen?

Remember: life needs balance. Take breaks. Pace yourself.

Overall Solutions

Use little pockets of time effectively.

Plan – don't plunge.

Pulley system – two for one.

Clutter: another problem