

# How to Beat Procrastination

by Matt Alderton | January 08, 2015



If you want to spend less time at work, you'll need to get more done while you're there. Thanks to procrastination, however, that's easier said than done.

"The habit of procrastination deserves special attention because it is so widespread and so costly," says SmartBlogs contributor Joel Garfinkle. "In addition to robbing you of time, procrastination can cause you to question your own value and abilities. It's a dangerous practice that feeds on itself and becomes stronger and more damaging with continued use."

If you want to stop procrastinating and start working more productively, try getting either the big stuff or the boring stuff out of the way first -- your choice -- then moving on from there.

"Tackle a lot of small, unpleasant, boring, or routine tasks first and get them out of the way. This builds momentum and you can move on to something more important and interesting," Garfinkle says. "Or, take the most critical task or the biggest problem and get started. Give yourself a time frame. 'I'll work on this for 30 minutes and see how far I can get.' Small bites, taken regularly, make the job seem less daunting."

## More Tips:

<http://smartblogs.com/leadership/2014/12/15/procrastination-what-is-it-costing-you>

## Questions, Comments, Suggestions?

Contact *Successful Meetings* Editor in Chief Vincent Alonzo with your "How To" ideas.