

## Take Back Your Life with These Ten Tips to Help Beat Procrastination

**Summary:** Procrastination is a killer of productivity and success. It eats away at our ability to be an active member of society. Here are some tips to help you overcome this habit.



The ability to get past procrastination can be a challenge. Many of us that have the goal to be more productive and stop procrastinating, but we are top in the vicious cycle of putting it off and procrastinating even more.

A little procrastination is not a bad thing, but when it becomes such a chronically damaging habit, it can ruin lives and careers. The number one thing that influences our productivity is media. We are connected to our cellphones all day. Every medical office and business waiting room has a television. We are guilty of putting multiple televisions in our home. We have tablets and mini laptops, all of which are focusing our attention on things that are seemingly more interesting than our work or family.

Here are ten tips to help you start the process of taking back your time and your life.

1. Prioritize



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2. Use the SMART plan
  3. Review weekly with yourself
  4. Eliminate tasks with low priority
  5. Follow the 80/20 rule
  6. Make checklists
  7. Start off the day with the hardest task
  8. Create a sense of urgency
  9. Utilize visualization techniques
  10. Be publicly accountable

Photo: [createfreedom.com.au](http://createfreedom.com.au)

- See **You Need to Delay Gratification** for more information about improving yourself.