

# Squiggly Careers PodSheets

## How to prevent procrastination



“

If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the BIGGEST one first.

Mark Twain

”

What are you putting off and why?

### Why do we procrastinate?

Too hard

Scared of response

Lack of clarity

Lack of interest

Perfectionism

Too many distractions

### 5 Ideas to Prevent Procrastination



What is the **opportunity cost** of not doing it now vs. the positive impact of taking action?



Break up the task into smaller 25 minute intervals, using the **Pomodoro technique**



**Get the small things done first** to increase productivity. If it takes less than 2 minutes, do it right away e.g. replying to a quick email.



**Swallow the frog!** Do the things you don't WANT to do but NEED to do, first.



Remove all interruptions and distractions by going into **Monk mode** to allow focus periods to complete a task.

### Coach Yourself Questions

1

Which techniques will you use to help you to avoid procrastination in future?

2

How can you and your organisation benefit from tackling the tasks you have been putting off?

### Recommended resources



[How to be a Productivity Ninja](#)  
Graham Allcott



[Inside the mind of a master procrastinator](#)  
Tim Urban, TED Talk



[Digital Minimalism](#)  
Cal Newport on the Eat, Sleep, Work, Repeat podcast

Amazing if