9 Techniques for Overcoming Procrastination

1. **“KNOCKOUT” TECHNIQUE** The harder and more distasteful a task is, better it is to have it out of the way quickly ... so do it immediately.

2. **SMALL SEQUENTIAL STEPS** When you find yourself procrastinating on a task, try breaking it down into smaller, manageable parts, and setting the goal of doing a small step by a specific deadline. Once you have finished one step, do the next one.

3. **FIVE MINUTE PLAN** Take the task you have been procrastinating about, and work a minimum of five minutes on it. Once you have finished five minutes, then you can do another task for five minutes and then another.

4. **“WORK FIRST” APPROACH** Identify the most difficult part of the task, and do it first.

5. **“REMEMBER FORGETTING” TECHNIQUE** Whenever you remember a task you keep forgetting to do, do it, or at least some of it, immediately.

6. **“SWISS CHEESE” METHOD** Do anything at all that is connected to the task that you want to accomplish. Gradually eat large chunks or holes in the task until it becomes easier to do.

7. **SELF-REWARD** Reward yourself with something pleasant when you have finished any difficult or onerous task.

8. **COST-BENEFIT ANALYSIS** Make a list of all the good things that will happen if you stop procrastinating on an important task, and review the list regularly.

9. **STIMULUS CONTROL** Make as many change in your environment as necessary to remove distractions, ensure privacy, become neater, and have important materials on hand.