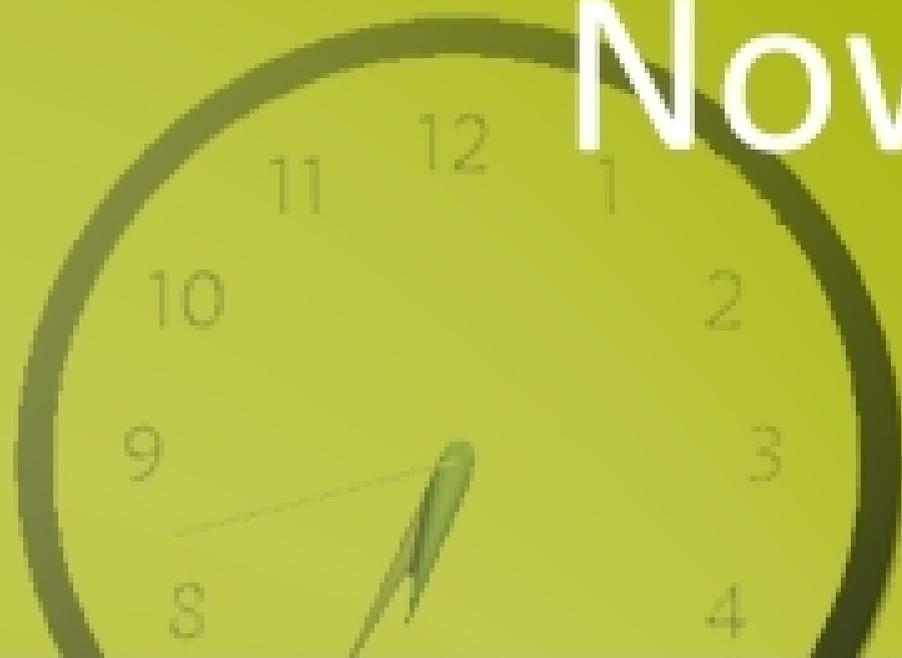


# Stop Procrastination Now



FruitfulTime

Stop Procrastination Now

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# Stop Procrastination Now

"I don't feel like doing this now...."

"Maybe I will start this tomorrow... or the day after"

"Let me check my email"

"Let me check my Facebook"

"I do my best work under pressure."

"I can't function in a messy environment. Let me clean up."

"What I do has to be perfect, hence I will not do this now"

"I can't do this until I have the right mood."

Have you used any of the above excuses in the past?

If so than you are one of the many people who suffer from procrastination. This eBook will help you learn what procrastination is, how to identify it and the steps you need to take to overcome procrastination once and for all.

When you stop procrastinating you will start living a more productive and fulfilling life that gives you satisfaction because you will see results and reach the goals you set.

So start reading this eBook now, and do not leave it for another time.

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## Conventions used in this book



### **Is this an important question?**

Yes, questions having this symbol represent frequently asked questions and their answers.



### **Excellent idea, quote or something worth remembering**

Take special note of boxes like this since they contain information that is worth remembering.

## Chapter 1: What is procrastination?

Procrastination is a personal behaviour that makes you postpone things to a later time. Procrastination does not necessarily mean laziness. In fact, most procrastinators work the same number of hours as a normal person, with some working even more hours. The problem with procrastinators is that they don't prioritise their To Do's, giving unnecessary priority to insignificant tasks while leaving to the last minute essential responsibilities.

In simple terms this is how procrastination works. If you have an assignment which is due next Monday you will manage to fill the time from now till next Sunday evening with other errands, probably having a lower priority. Then late Sunday evening the panic button is hit! You start eating coffee beans hoping that they will keep you awake till Monday morning to finish off your assignment.



If you are a procrastinator you know what I am talking about! I gave an example with an assignment because according to a study published in the *Journal of College Student Development*<sup>1</sup>, 58% of the students

<sup>1</sup> R P Gallagher, S Borg, A Golin and K Kelleher (1992), *Journal of College Student Development*, 33(4), 301-10.

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questioned said they have moderate to high levels of procrastination. Such a figure is very worrying since it means that from a young age we have been brought up in an environment where procrastination is glorified. According to psychologytoday.com “Procrastinators are made not born” meaning that if you were brought up in an environment where you have been exposed to procrastination you have a tendency to become a procrastinator.

Sadly enough colleges and university campuses seem to serve as an incubator for procrastination to foster. Once procrastination gets the roots in you, it is very difficult to get rid of it. Hence the ending of the college or the day when you graduate does not mean that you stop procrastinating. There is a high probability that you keep on procrastinating at work and in your personal life like you used to do at the college or university.



**psychologytoday.com makes it clear that:**

“Procrastinators are made not born.”

<http://psychologytoday.com/rss/pto-20030823-000001.html>

## Some shocking facts about Procrastination



I will not comment about the following facts about procrastination since I feel that they speak for themselves. The following procrastination facts are all adopted from psychologytoday.com.<sup>2</sup>

1. "Twenty percent of people identify themselves as chronic procrastinators."
2. The U.S. culture takes procrastination lightly and hence it is believed that in the U.S. there are a higher number of procrastinators than in other countries.
3. "There are big costs to procrastination. Health is one. Just over the course of a single academic term, procrastinating college students had such evidence of compromised immune systems as more colds and flu, more gastrointestinal problems. And they had insomnia."
4. "Procrastinators actively look for distractions, particularly ones that don't take a lot of commitment on their part."

<sup>2</sup> <http://psychologytoday.com/rss/pto-20030823-000001.html>



**Procrastinators Anonymous says:**

“Procrastination is the grave in which opportunity is buried.”

<http://www.procrastinators-anonymous.org/>

## Chapter 2: Why do people procrastinate?

There are various reasons and different theories why people do procrastinate. The aim of this chapter is to make an exhaustive list of reasons why people do procrastinate in order to help find out the reason why you procrastinate. The first step to cure procrastination is to diagnose the cause of it, which is what I want to help you do in this chapter.



### First step to cure procrastination....

The first step to cure procrastination is to diagnose the cause of it

Author David Allen, founder of the Getting Things Done methodology (GTD) identifies two main reasons why people procrastinate<sup>3</sup>. Unlike what most people think, few are the experts who believe that procrastination is related to laziness. David Allen for instance states that people procrastinate due two reasons: the outcome of the task is or has become insignificant to you or because you think that the task itself is bigger than you and therefore you don't feel comfortable to control it.

<sup>3</sup> <http://www.43folders.com/2006/10/10/productive-talk-procrastination>



## What is Getting Things Done (GTD)?

GTD is a methodology of how to get things done. The idea of GTD is to free your mind from juggling pending tasks and record them somewhere being on a piece of paper, whiteboard or software. Further information about GTD can be found in David Allen's book called **Getting Things Done: The Art of Stress-Free Productivity**.

Continuing with what David Allen thinks I have come up with an in-depth list of why I think procrastination exists. The list has been grouped in different categories for ease of explanation. I think that there are four main reasons why people procrastinate with the first one being fear.

### Fear

When you are faced with a challenging task or opportunity, you are shocked and you freeze. Your mind starts thinking about how to avoid doing this task rather than how to actually go about and trash it off. Fear can take different forms with the most



common being that you are afraid of failing or not meeting the high

standards expected by you. Such fear makes you panic and very uncomfortable hence you choose to delay the job to a later time, hoping that the fear goes away. Fear leads to the next category of reasons why people procrastinate which is escapism.

## Escapism

It is something innate in us humans that when we feel that something is bigger than us or we have to face something that we don't really enjoy doing, the first feeling that we have is to escape and make others do it for us. Escaping from doing a particular task is the easy way out. Fear and escapism are tightly coupled since when you are afraid from doing something, this leads you to everything to escape from doing it. As I said fear makes you do everything including lying to others and lying to yourself which is the next reason why people procrastinate.



## Saying lies to yourself

“I am too busy to do this right now”

“I have more important stuff to care about then this”

“I need to be in the right mood to tackle this”

If you procrastinate you will feel guilty! The solution to that is to lie to yourself. The above are some of the lies that you often say to yourself in order not to feel guilty when you are about to procrastinate. When lying to yourself becomes common and you get used to believe your

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lies you will extend it and start lying to others. Managing to convince others that you are busy and hence you cannot take a particular task will make you feel good with yourself and you will find it easier to procrastinate.

## Your Character



The last reason why I think you can procrastinate is due to underdevelopment of your personal character. Being undisciplined, unfocused and having poor organisational skills leads you to procrastinate. As you know it is very difficult to beat the feeling or to break the chains of the vicious circle of procrastination but focused people have an advantage over you since they have a target why they should not procrastinate.

Being a perfectionist leads you to procrastination. Being aware of the quality of what you produce is a plus but being perfectionist is devastating. A common feeling amongst perfectionists is that they believe that what they produce is not up to standard. Most of the time, this feeling is perceived and is not true. Having this constant feeling of not reaching the necessary quality makes them procrastinate hoping that they become better at doing the job.



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Do you suffer from low self esteem? Low self esteem is a very common personal characteristic amongst procrastinators. If you suffer from low self esteem you are afraid of being criticised about your work. Also having low self esteem makes you weak in front of significant challenges, since you look at yourself and believe that you are unable to complete the challenge successfully.

All of the above four categories are interlinked and all lead to procrastination. Once you procrastinate you will get hooked and procrastination becomes a vicious circle.

## **Vicious Circle**

As I have said procrastination is the easy way out. Not doing things is much effortless than scratching your head and thinking how to do a particular task. But what happens is that once you start procrastinating you end up finding yourself in a vicious circle which is hard to get out of. The fact that you in the past procrastinated has a high effect on your future.

And that ends our list of reasons why people procrastinate. By now, you should have pinpointed which are the reasons that make you procrastinate. Don't worry if you identified yourself with several or all of the above reasons. What is important is how determined you are to stop procrastinating.



## Chapter 3: What type of procrastinator are you?

Like everything else, in procrastination, there are different levels under which you can fall. The idea of different kinds of procrastinations was adopted from Paul Graham's excellent essay about procrastination called "Good and Bad Procrastination"<sup>4</sup>. As Paul Graham describes there are three different kinds of procrastinators. There are procrastinators who procrastinate to:

- do something more important
- do something less important
- do nothing at all. Simply waste time.

Naturally the least severe procrastinator is the first type, with the worst being the last. But in the end there is no such thing as good procrastination, since even though you procrastinate to do more important tasks, it's still wrong! Let me give a simple example to explain what I mean. Tidying your room or washing your car is a common task which a lot of people look at as something not important and hence it is always procrastinated with the excuse of having more important tasks to do. Fair enough, it's more important to finish off your assignment if it is due tomorrow. But what I believe that a lot of people do miss in prioritisation is the idea of aging. Aging is a concept where a task that has been pending in your things to do for a long time is given extra priority points, hence making it more important as

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<sup>4</sup> <http://www.paulgraham.com/procrastination.html>

# Stop Procrastination Now

time goes by. The idea of aging eliminates a very common situation where new higher priority tasks skip the queue of your to do list resulting in some tasks never getting done. Applying the idea of aging to the above example, washing the car or tidying your room becomes more and more important depending on when was the last time you did it.



## **Applying the idea of Aging helps you eliminate missing small and not important tasks**

It is very common that new important tasks get priority over less important tasks but which have been for quite some time in your To Do list. Aging solves this problem. With Aging, the more time a task spends in the To Do list the more important it becomes, resulting in getting the task done.

The second less severe procrastinator is the one that procrastinates to do tasks that are less important than the task that is supposed to be done. I am calling it less severe since I am looking at the bright side and reason out that at least this kind of procrastinator is achieving something. The last category of procrastinators, which is the worst possible one, gathers those procrastinators who choose to waste time instead of trashing off something from their list of things to be done.



### Quote by Tom DeMarco and Timothy Lister

There are a million ways to lose a work day, but not even a single way to get one back.

Independent from which category you fall into, this should not discourage you or worse still make you feel better since you are not the worst ever procrastinator. As I said before, I believe that all kind of procrastination is bad (but not equally bad) and should be controlled since it has serious effects on your life in general. The next chapter highlights what effects procrastination has on you. The aim of the next chapter is not to worry you about your problem but to make you aware what procrastination might lead you to or has already lead you too. Identifying that you have a procrastination problem and getting to know its effects, will motivate you to solve your procrastination problem which I will show you how in later chapters.

## Chapter 4: When you procrastinate you lose opportunities

While there are a lot of people who find no problem in claiming that they are a procrastinator, I believe that few of them really know what the effects of procrastination are. Procrastination seems to be taken lightly and sometimes procrastinators make fun of their problem by saying things like:

“I know that I am making my life miserable by procrastinating but I will do something about it tomorrow”



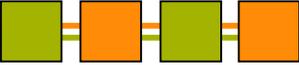
**Quote by Benjamin Franklin**

You may delay, but time will not.

Most of the time statements like the above are said by people who are aware of their problem, but are afraid to admit it. This chapter gathers all the effects that procrastination can have on you.

### **Lack of quality in what you do**

Leaving everything till the last minute leaves you with no time to produce excellent work. Therefore, to deliver on time you will be forced to sacrifice quality.



## **Missing deadlines**

Sometimes, even when you sacrifice work quality to deliver on time, you still end up missing the deadline. When you are unable to meet deadlines you run the risk of losing your job, of getting low grades, or even loss of money in penalties.

## **Lack of productivity**

If you procrastinate, you enjoy wasting time. Wasting your time kills personal productivity, making you feel good at nothing. Lack of productivity will in turn create stress in your life which affects your health badly.

## **Sense of guilt**

When you procrastinate, you run a huge risk of missing deadlines. That is a fact. But what is more worrisome, is the other fact that even when you do manage to deliver on time, you still feel guilty.

The sense of guilt overwhelms you because you get doubts whether you could deliver something of better quality if you had worked earlier on your tasks.

## **Become a liar**

In order to cope with your sense of guilt, you will start lying to yourself, trying very hard to convince yourself that it's not your fault that you procrastinated. If you don't manage to convince yourself, you start lying to others, possibly to your dearest friends to convince them that you don't have a procrastination problem. Having your friends

convinced you will feel better. As you know lying brings problems with it such as loss of trust from your friends.

## Health Problems

A 2002 study conducted by Fuschia Sirois and Timothy Pychyl of Carleton University concluded that college students who procrastinate on their schoolwork are likely to have unhealthy sleep, diet and exercise patterns. The same exercise concludes that procrastinators postpone on health checkups leading to more health problems.

## Stressed

Being a procrastinator is almost a 100% positive that you are under stress in large parts of your life.



You get stressed because you have to constantly overdo it to catch up with deadlines that you have left till the very last minute. Living a stressful life is not easy! The fact

that you are constantly stressed will have severe effects on your personal relationships.

## More Immune to other vices



Procrastinators are more immune to start smoking and abusing of alcohol due to stress in their life. This fact has been concluded from various studies such as a 2002 study conducted by Fuschia Sirois and

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Timothy Pychyl of Carleton University. Starting other vices will further make your life miserable by creating more stress on you.

## Low Morale

The fact that you missed the last deadline has a great effect on your morale and on the probability that you reach your next deadline. After you miss a deadline your morale will get down due to sense of guilt. Working to reach your next deadline with a low morale will not help since anything does not seem to come right.

Such effects keep you back from moving on in your life and achieving what you aim for. Life can be seen as a series of milestones which you set for yourself. Reaching one milestone means the start of another. If you procrastinate, due to your lack of productivity and unsatisfactory quality levels in what you do, you will fail to reach targets in your life. It is painful to look at others and watch them become more and more successful in their life while you stay where you are due to procrastination. Unfortunately procrastinators are common and hence the above described feeling is also common. But fortunately enough there are ways how one can fight back procrastination and win the battle. The next chapter will go briefly through several techniques that are proven to work to help people defeat procrastination.

## Chapter 5: Procrastination killers

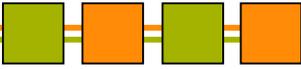
Till now, we illustrated what procrastination is and how it affects your life. Procrastination grows deep roots in your life thus hindering you from achieving what you aim for. This can make your life fruitless. But, can we do something to stop procrastination from damaging our life? **Yes...** This chapter is jam packed with tips and tricks of how you can start fighting back procrastination as soon as possible. This chapter ends by briefly illustrating two proven techniques that helped a lot of people to stop procrastinating and achieve what they aim for. These are Divide and Conquer and Time Boxing on which Chapter 6 and Chapter 7 speak more in detail.

### Procrastination Killer #1 – Set Time Limits

Statements such as “I want to raise \$10,000” or “I want to paint my apartment” do not mean anything for me. Why? Put simply making such statements without tying them with time dimension does not make sense. The effort required to save \$10,000 varies according to how much time you are allocating to do it. Saving \$10,000 in one year or in ten years is not the same thing no?



Every task that you aim to do should be set a time limit. Setting a time limit to a task should be realistic. That is a task should be given reasonable time to get completed. Setting unrealistic time limits will bite you back since when you miss the deadline you will lower your



morale, resulting in more procrastination.



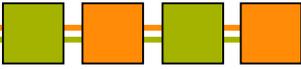
## Parkinson's Law as commonly referenced

Work expands so as to fill the time available for its completion.

## Procrastination Killer #2 – Track Results

As you go in life thoughts come and go, but writing goals down is the first step to make them happen. If you try to remember things to be done, you will find out that you will only remember the tasks that you enjoy doing and automatically forgetting tasks that you usually procrastinate on.





## Procrastination Killer #3 – Productive Environment

The more things you have on your desk like pencils, pens, rubbers, papers the higher the probability is that you end up playing with them



hence procrastinating. The first step to create a productive environment is to remove unnecessary distractions from the way so as to make sure that you will not get distracted.

Other factors affecting how productive you are include such things as how comfortable is the chair on which you work, whether proper lighting is available, and how quite is the place where you work. For example, if you have inadequate lighting, this can make you feel sleepy which results into a good excuse for procrastination. Make sure that you have a comfortable chair and desk since these are vital both for your health and to be productive.



## Procrastination Killer #4 – Public Commitment



The fact that you promised a friend, your wife/husband or your kid motivates you from procrastinating. The fact that you have made a commitment with someone, you will find it hard to come up with excuses

for not achieving what you have promised. Public comment can be seen in team work! When you are part of a team, you feel very bad when you see that the team is kept behind or missed a deadline because you procrastinated. Also other team members will check on you and say encouraging words to make sure that you will not fall behind, since the whole team will suffer if you do so.

## Procrastination Killer #5 – Think about consequences

“I might lose my job”

“My son will start to hate me”

“I will let my wife down if I do that”

“I will make my husband unhappy if I miss that appointment”

When you are thinking about procrastinating, just stop and think what the outcome of your procrastination will be. Sometimes the cost that you have to pay is simply not worth it. By procrastinating on a promise that you made to your 5 year old son will make him unhappy and he will start losing trust in you. Isn't that enough to bring you to your senses and completely forget about procrastination?

### **Procrastination Killer #6 – Use the tools that you need only**

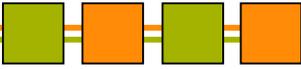
A laptop with an internet connection and with the right tools installed like email client are vital, irrespective what is your job. But such tools should be available only when you really need them. If you don't need



your laptop right now, simply switch it off. Yes... switch it off. If you leave your laptop switched on, you will end up checking your email or playing a flash game. If you need your laptop to write a

paper and you definitely don't need an internet connection, simply unplug your laptop from the internet. That way you will not end up 'doing unnecessary research' about stuff completely unrelated with the task that you are supposed to be doing.

If internet is extremely important make sure that you close your Instant Messenger and your email client before you start concentrating on what you need to do. By leaving them open you will run into the risk of either receiving a joke via email or else a friend speaks to you. When you want to work and concentrate, these are all time wasters.



## Procrastination Killer #7 – Don't drink or eat while working



This procrastination killer continues with killer #3 – Productive environment. Personally, I think that eating and drinking while working is very cumbersome and counterproductive. Having

food in front of you will not help you concentrate on what you are doing. You will end up staring at the monitor or papers that you have in front of you.

## Top of the Killers - The best procrastination killers

The above seven procrastination killers are very effective and if applied religiously will help you eliminate a lot of your procrastination reclaiming back a lot of time which before you used to waste. But if you want to seriously hit procrastination hard and completely get it out of your life you should definitely consider our best procrastination killers. In this chapter we give a brief overview of the best procrastination killers which are Divide and Conquer and Time Boxing. The next chapter is completely dedicated to give more details about these two techniques which we highly suggest you give them a try.



## **Procrastination Best Killer #1 - Divide and Conquer**

One of the most common reasons why people procrastinate is because they think that something is too complex or requires a lot of effort to complete, hence they postpone it. The Divide and Conquer technique suggests that one should split a task into smaller hence more manageable subtasks. Since the subtasks are not as complex as the task itself, procrastination will be eliminated.

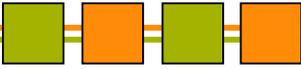
## **Procrastination Best Killer #2 - Time Boxing**

Almost all procrastinators admit that the only thing that makes them work is a deadline. A deadline of an assignment or a job makes them panic, hence they hurry up and start working to meet it. Time Boxing uses the power of deadlines to motivate you to work. In the Time Boxing technique the time left from now till the deadline of a task is seen as a series of boxes, each assigned to a particular subtask. A subtask is allocated a period of time also known as a time box during which it should be completed. Once the time elapses, you should be disciplined enough to stop from that subtask and move on to the next time box.



### **How can I start dealing quickly with my procrastination problem?**

Every procrastination killer described in this chapter will help you to reclaim your time back and become more productive. But if you want to see fast results you should focus on the best productivity killers described in the next chapter.



## Chapter 6: Procrastination Best Killers

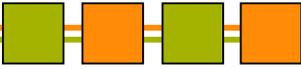
Every procrastination killer helps you to become aware of how you procrastinate and stop doing it. But if you want to be strategic and really focus on completely eliminating procrastination you should thoroughly read this chapter and understand it. This chapter describes two techniques which are used in project management and they have a proven track record. The fact that they worked for a lot of people before you, it means that there is high probability that they will work for you.

### Divide and Conquer

In the previous chapter, Divide and Conquer was described as a procrastination killer... it is. Divide and Conquer as its name implies, splits up a task that is complex, hence unmanageable into a series of smaller manageable subtasks. Handling a complex task makes you feel like solving it later on, but if you successfully split a task into simple steps will motivate you to work and trash some of the subtasks.

For example, thinking about your Physics assignment as one big and complex task makes you feel bad hence you procrastinate. But your Physics assignment can be broken down into say the following subtasks:





## Physics Assignment

- Research Hook's Law
- Understand Hook's Law
- Do the experiment in the lab
- Write the experiment report
- Ask Roberta to proof read it
- Print and bind report

Having such a list helps you to get a clearer view of what needs to be done. To further help you eliminate procrastination you can assign a deadline to each subtask. Assigning deadlines to subtasks comes from the concept of Time Boxing.

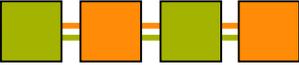
## Time Boxing

Having split your task into subtasks, why not assign each one of them a deadline? To continue with the previous example, below you can see that each subtask that makes up your Physics Assignment is assigned a deadline.

Physics Assignment	<b>due in 1 month</b>
Research Hook's Law	<b>finish it off this week</b>
Understand Hook's Law	<b>finish it off this week</b>
Do the experiment in the lab	<b>start and finish it next week</b>
Write the experiment report	<b>finish it in 2 weeks time</b>
Ask Roberta to proof read it	<b>finish it in 3 weeks time</b>
Print and bind report	<b>hand it 3 days before deadline</b>



# Stop Procrastination Now



The deadline of one subtask means the start date of the next subtask. Hence each subtask has a period of time allocated to it during which it has to be completed. Each deadline should be taken seriously and you must ensure that you make it, since it affects the deadline of things to be done after it. If you are late in one deadline it will create stress on other deadlines that you have after it.

This deadline driven system also known as Time Boxing is very effective with procrastinators. Procrastinators are only motivated when they are pressured by a deadline. Hence the splitting of one deadline (the deadline of the main task) into smaller deadlines helps you get motivated and work to achieve your ultimate goal, that of reaching the final deadline.

Now that you have understood the theory behind the proven procrastination killers, the next chapter will show you how to realistically implement them in your life. Understanding the theory behind a concept is the first step... implementing it follows. It is the way how you implement it which makes it successful or not for you.



## Chapter 7: To Do List – Punch Procrastination in its Face

To Do Lists are a practical implementation of the previously described most powerful techniques to fight procrastination. To Do lists make it easy for you to put in practice Divide and Conquer and Time Boxing techniques. In this chapter To Do Lists will be explained showing you why they are a real punch in the face for procrastination!

### What is a To Do List?

“A to do list is a brain dump of tasks that need to be done. A to do list is a very simple yet effective tool in time management. Writing down tasks in a to do list helps you get organised and this will in turn help you focus your energy on what needs to be done first.” As described by FruitfulTime on [http://www.fruitfultime.com/to\\_do\\_list\\_software.php](http://www.fruitfultime.com/to_do_list_software.php).

### Benefits of To Do Lists

Apart from avoiding procrastination, a To List provides you with several other benefits. The following list illustrates the benefits of building and keeping an up-to-date To Do list:

- **Avoid Procrastination**
- Clear your mind from juggling pending tasks
- Organise your life by having in order what needs to be done
- Keep track of your productivity by knowing how much has been done and how much is left to be done
- Never miss another deadline

## How to build a To Do List

Now that you know the benefits of a building and keeping an updated To Do list, how do you go about and build your own to do list? Starting from the main tasks that require your attention and need to be done, list all tasks on a piece of paper in no specific order. After you make sure that you have listed all the main tasks, revisit each task and split the task into smaller and less complex subtasks. Note that by doing so you are applying the Divide and Conquer principle discussed earlier.

After you split all tasks into subtasks, identify which tasks have a deadline. Write the deadline beside the tasks. Apply the Time Boxing technique described in the previous chapter. When you apply the Time Boxing technique on a task, you allocate a time box to all the subtasks that make up that particular task. Order all tasks, with their subtasks, according to their deadlines, putting on top those tasks that have the nearest deadline and hence require immediate attention.

In short, to build a To Do lists follow these steps:

1. Write down all tasks on a piece of paper in the form of an unordered list
2. Split each task into small steps called subtasks
3. Assign a deadline to those tasks that have a deadline
4. Apply Time Boxing on those tasks that have a deadline
5. Order the list, putting on top those tasks with the nearest deadline

## To Do List Software – An Enhanced To Do List

Building your first To Do list is always fun! You will start experiencing its benefits when you start competing with yourself to shrink your To Do list. But after some days it becomes apparent that keeping your To Do list on a piece of paper does not scale. Real life To Do list are constantly changing due to:

- Change in deadlines of tasks
- New tasks being added daily
- New subtasks which need to be added
- Re order of current To Do list

Rewriting your To Do list every time there is a change in it is very cumbersome. Such dynamicity in To Do lists created a need for automation of To Do lists and hence To Do List software was created.

## What is a To Do List Software?

“A to do list software helps you keep track of your to do list in a more elegant way than pen and paper. Writing your to do list on paper has several disadvantages, such as, you can easily lose your tasks, writing tasks on multiple pieces of paper quickly gets messy, and you cannot edit, filter and sort tasks easily. With to do list software you can do what you do on paper and more and at the same time do it easily, efficiently, securely and with no hassle.” As described by FruitfulTime on [http://www.fruitfulltime.com/to\\_do\\_list\\_software.php](http://www.fruitfulltime.com/to_do_list_software.php).

## How does To Do List Software help me fight procrastination?

If you want to be successful about your procrastination problem you should keep your To Do List using a To Do List software. A To Do List software offers several advantages to help you easily and efficiently keep track of your To Do List in your day to day life. The following are just a few points how To Do List software concretely does the hand holding in your procrastination problem. The tips below have been adopted from:

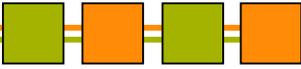
[http://www.fruitfultime.com/fruitfultime\\_taskmanager.php](http://www.fruitfultime.com/fruitfultime_taskmanager.php).



### How does To Do List Software concretely help me?

To do list software helps you:

- Easily apply Divide and Conquer and Time Boxing techniques.
- Easily plan your time to reach your goals.
- Set time limits for your tasks.
- Track results to periodically check whether you are managing to beat procrastination
- Commit yourself to reach the goals that you have set in the first place. You can use your to do list for public commitment by showing what you have achieved
- Never miss another deadline



## Conclusion

Going through this eBook is for sure your first step to mitigate procrastination but stopping here will not change anything in your life. Procrastinating about your procrastination problem or thinking that it will be solved without any effort is wrong. As we have seen in this eBook procrastination is a form of escapism. To help you deal with your procrastination problem we have described various proven techniques such as to do list software ([http://www.fruitfultime.com/to\\_do\\_list\\_software.php](http://www.fruitfultime.com/to_do_list_software.php)) that helped others to completely eliminate procrastination from their lives. Act now and don't wait until tomorrow.

