

6 Ways to Instantly Conquer Procrastination

Summary: Do you often procrastinate? If so, here are some excellent ways to avoid procrastinating.

Most of us suffer from procrastination in some part of our life or another, and when it happens at the office it can become a problem, especially when other things pop up at the last minute. I know many people believe they work better under pressure, but wouldn't it be so nice to have everything done at the end of the day instead of having things hanging over your head as you leave home or getting stuck late at the office? Imagine the relief you'll feel when you get all your "to-do's" done before the end of the day and actually have time to do a few things you enjoy. To help you out next time procrastination strikes, here are six ways to conquer the problem instantly.

1. **Focus on your goal.** Keeping the end goal and purpose to what you're doing in mind will motivate you much more than focusing on the little tasks.
2. **Trust your instincts.** Follow your gut and make decisions quickly. Mulling over them will still get you to the same conclusion.
3. **Impose your own deadline.** Because many of us *do* prefer working under pressure, give yourself a deadline earlier than the one your boss set you.
4. **Break down big tasks into small parts.** Don't get overwhelmed by what you need to get done; take something big and break it down step by step and focus on one step at a time.
5. **Combine miserable tasks with something you enjoy.** Hate filling out that timesheet? Go get your favorite coffee drink and sip it while doing the task.
6. **Give yourself a time limit.** If you know that it will be over in thirty minutes, it's much easier to power through something you don't want to do.