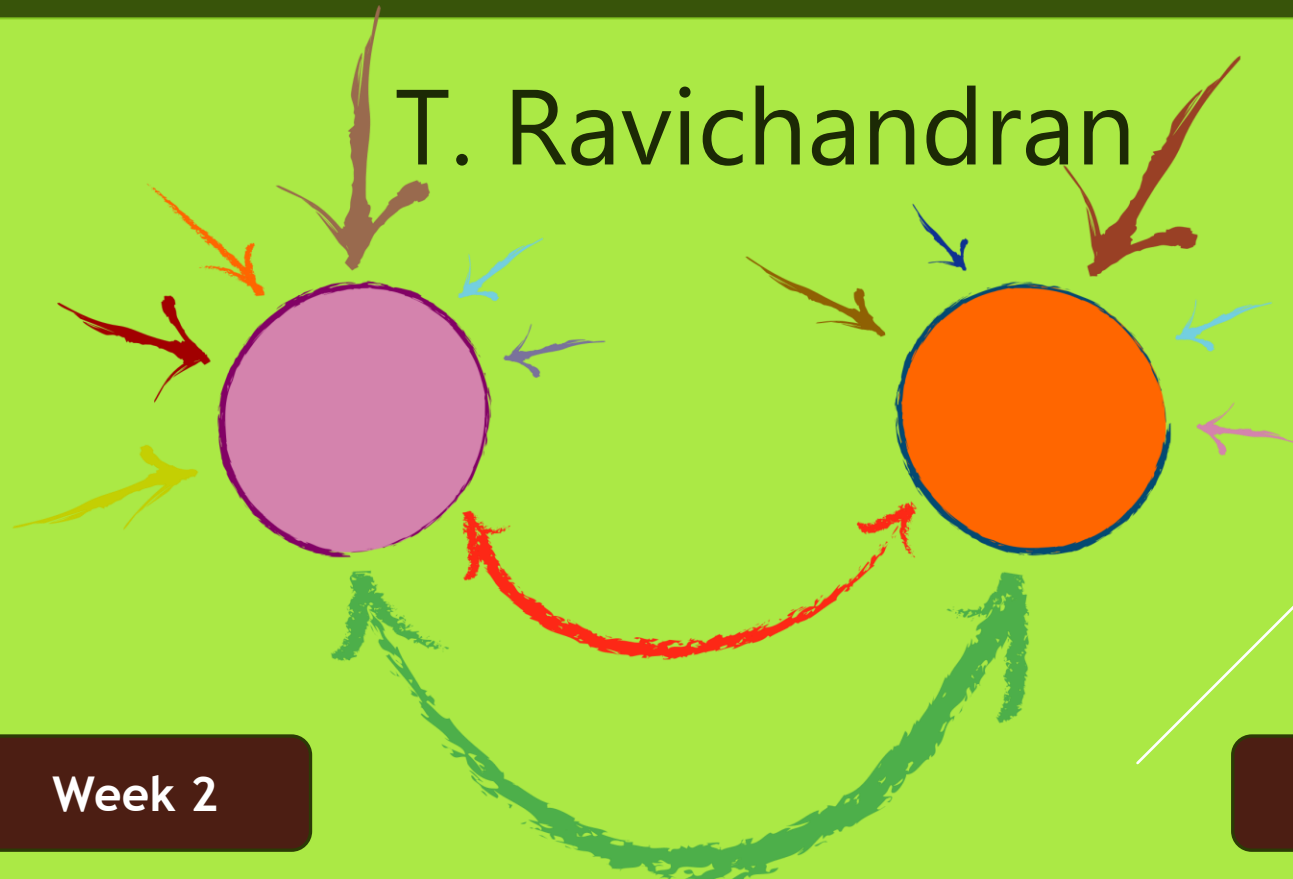


ENHANCING SOFT SKILLS AND PERSONALITY

T. Ravichandran



Week 2

Unit 4

**Handling Delay—
2: Overcoming
Procrastination**

**Lesson
9**





Highlights

OF THE LAST LESSON



- ❑ Dealt with procrastination and discussed how we can understand why we procrastinate.
- ❑ **Parkinson's Law:**
Work expands so as to fill the time available for its completion.
- ❑ Procrastination: habit of delaying things; gap between what should be done and what actually gets done.
- ❑ Leads to unused opportunities, poor performance & gives stress.
- ❑ Handling it makes you cool, calm and lets you take control of your life.
- ❑ Reasons for Procrastination: Fear of the unknown, lack of self-confidence, low performance, ridicule/rejection by others, negativity, laziness (inertia), perfectionism, addiction, wistful thinking, overwhelmed by task enormity, lack of focus, Peter Pan syndrome, etc.
- ❑ Work delayed is work denied. Story: "God sees the truth but waits."
- ❑ Don't fear commitment; fear wasting of time in the name of commitment!

Basically it amounts to saying . . .

You don't like to do

You are afraid to do

You think it is too big to do

You are lazy to do

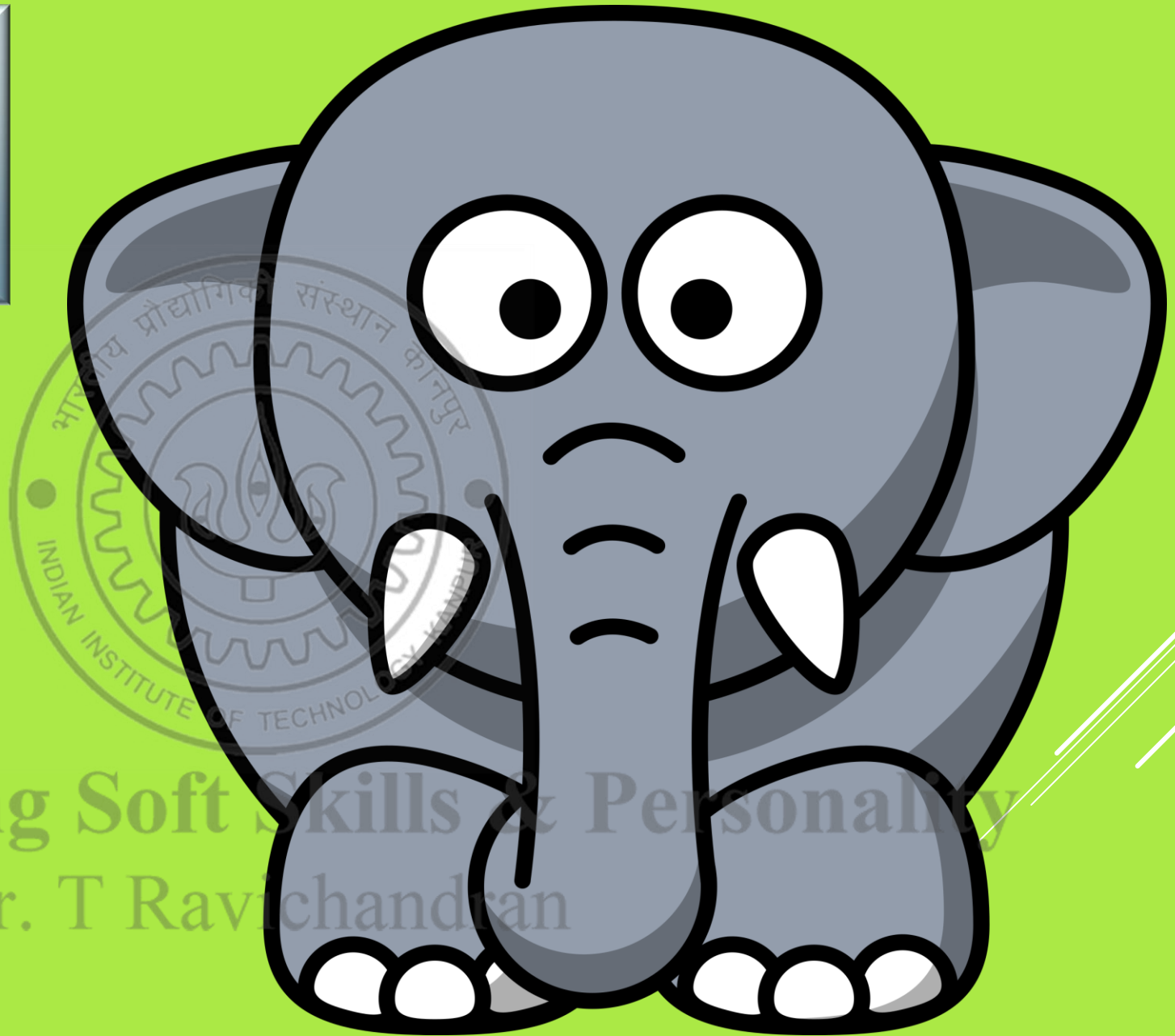
So you won't do . . .



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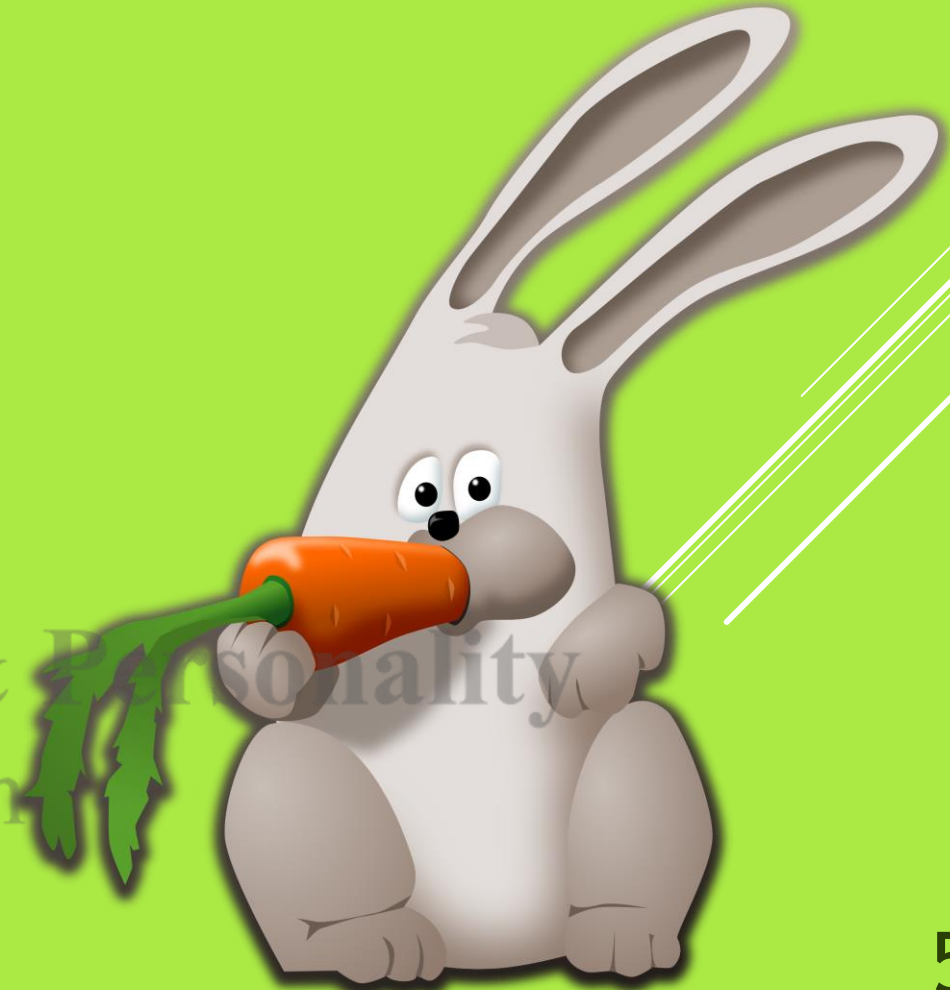
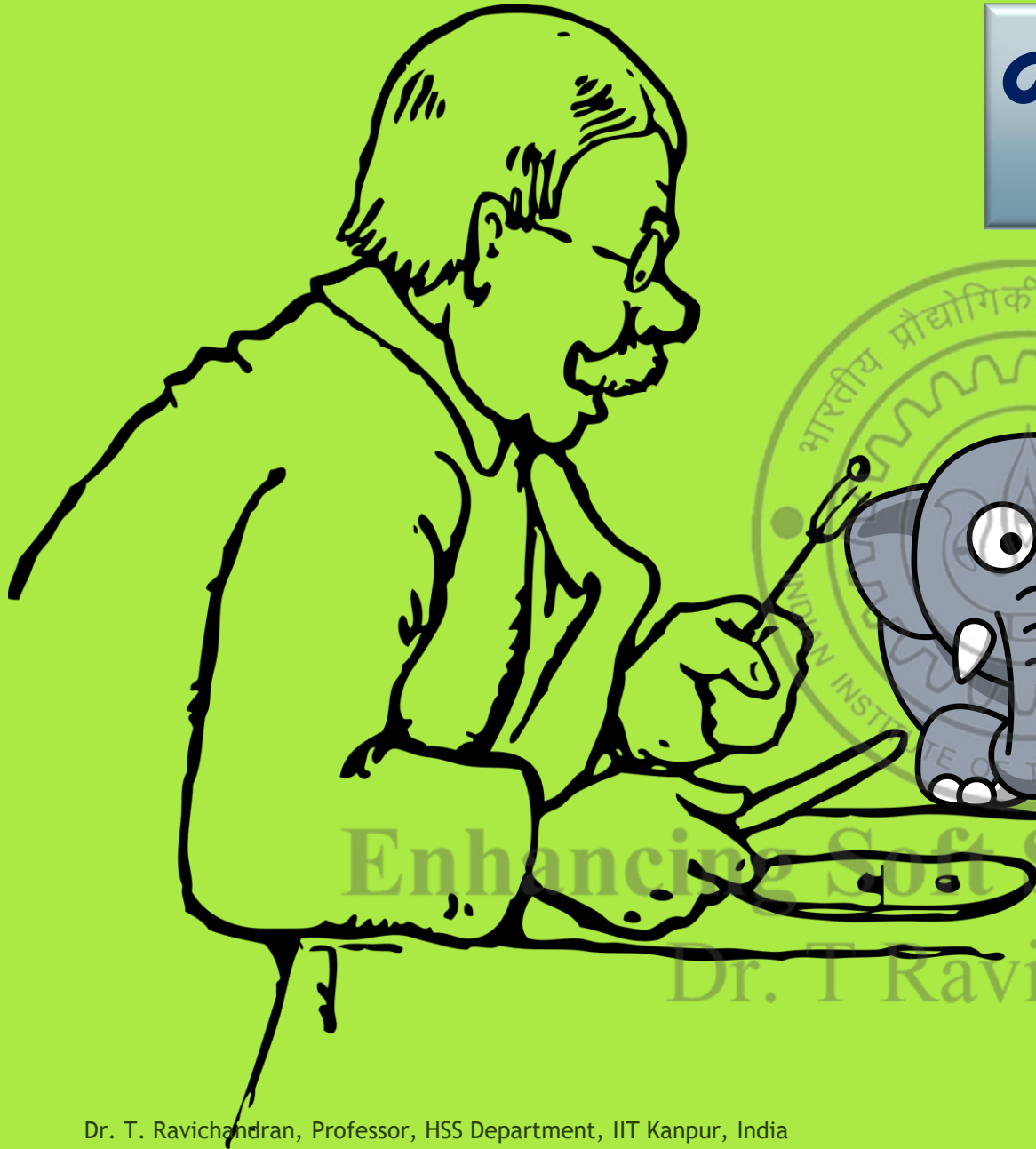
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*So the question is:
How do you eat an
elephant?*



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*And the answer is:
Bite by Bite!*





1. Break it into pieces!



- ❖ Break down the big work into manageable small tasks
- ❖ No one is perfect. Don't be afraid to make small mistakes. Start the task and make adjustments.
- ❖ Be open minded. Keep learning from your small mistakes. Delay will disappear soon.
- ❖ Take one step at a time. Learn from the baby that is never afraid of taking its first step!



2. Do the Difficult First!

Eat that Frog!
(Brian Tracy)

Eat that Veggie!



3. Use *Kaizen* Principle

Use *Kaizen* principle or, the “one-minute principle”
(for self-improvement)

Just practice doing something for 1 minute each day at the same time!

You will soon find that 1 minute becoming 2, 3, 5 and then it absorbing you to spend hours together.

So start doing any pending work, anything that you keep postponing for at least a minute a day.

Soon you will find its value and start incrementally enhancing the time you put to it!

改

KAI=Change

善

ZEN=Good

改善

KAIZEN

(Continual
Improvement)

4. Create a positive environment to work

- Unclutter the work space
- Keep only the “work to do” on the table
- Organize work space regularly:
before beginning, after ending (twice daily)
- Don't waste time straightening and cleaning when you should be working toward the objective.
- A clean table indicates an open mind



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5. Set goals that you want

- ❖ Your inaction may be due to an uninspiring goal!
- ❖ Ask the very basic question: “Do you really want this goal? If your answer is “no,” that means this isn’t a goal to pursue in the first place.
- ❖ Identify the goals that really inspire you.



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6. Find out why you want the goal

- ☐ Understanding why you want the goal will help you get a clear idea of your inner motivations.
- ☐ Note down all pros and cons. Write down as many answers as possible, until you feel a strong drive and motivation.
- ☐ Knowing *why* you want the goal will make you work anyhow!

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7. Declare your goal



- Share your goal with others. Find like-minded people to work with your goal.
- However, don't stress yourself to finish your goals quickly.
- You may get burnt out and resort to procrastination!

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8. Keep records of successful work or projects



9. Turn difficult tasks into games



10. Treat yourself
for every successful accomplishment!



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11. Do Positive Procrastination

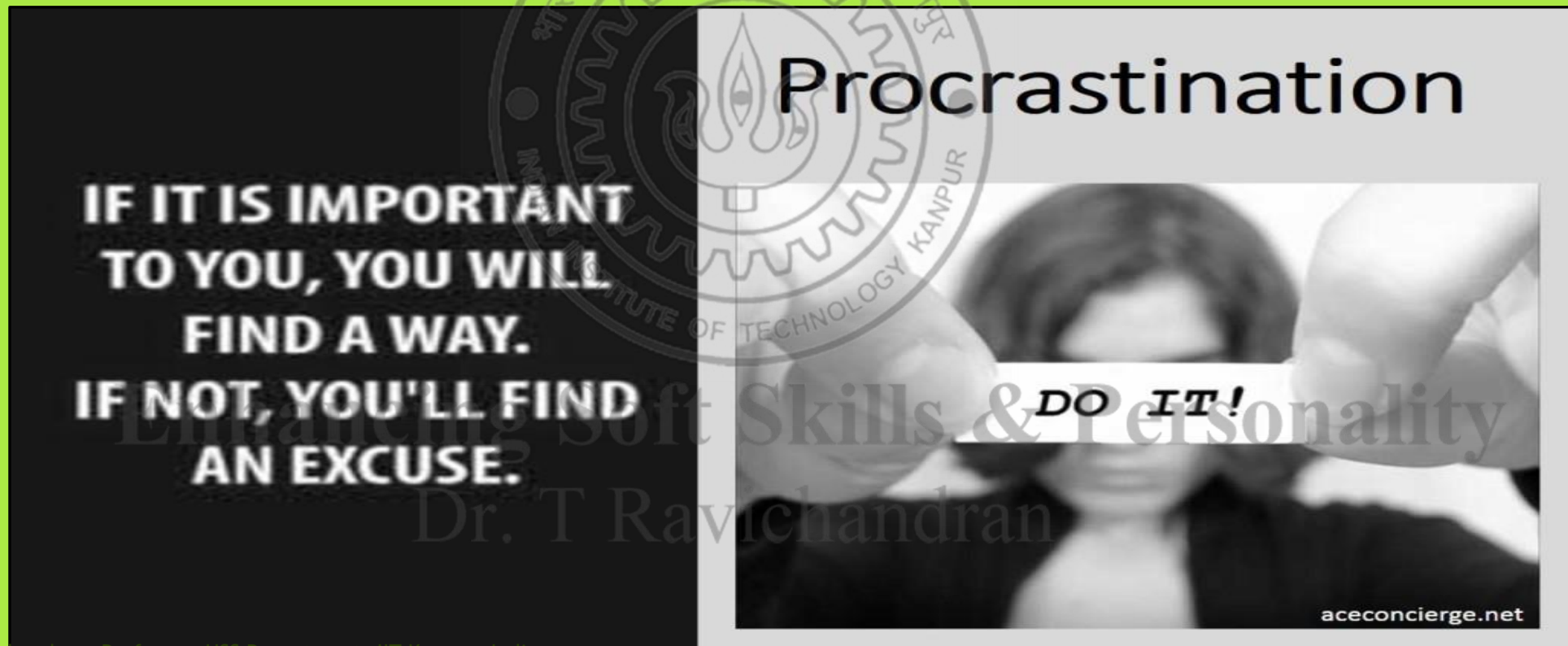


- ❖ Occasionally, you can postpone a big chunk of work by trading off it with 5 other small jobs. You will be surprised to find that the small jobs get done faster! After completing the small jobs you go with renewed energy to deal with big pending work.
- ❖ Admit procrastination and accept it as a human nature.
- ❖ Be good to yourself by removing the anxiety of procrastination.
- ❖ Don't use fatigue or illness as an escape!
- ❖ Acknowledge small victories on the way.
- ❖ Occasionally procrastinate with a clear conscience
- ❖ But break any procrastination pattern consciously!



Just do it!

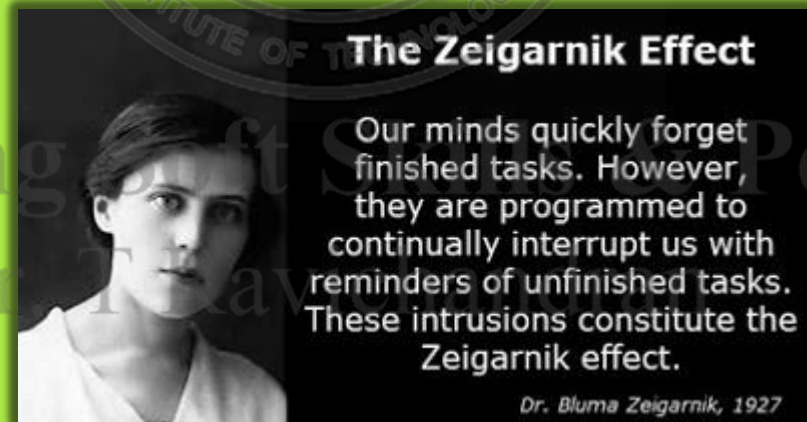
- ✓ Implement your plan for overcoming procrastination.
- ✓ Be committed to your plan.





✓ *If you start something, finish it!*

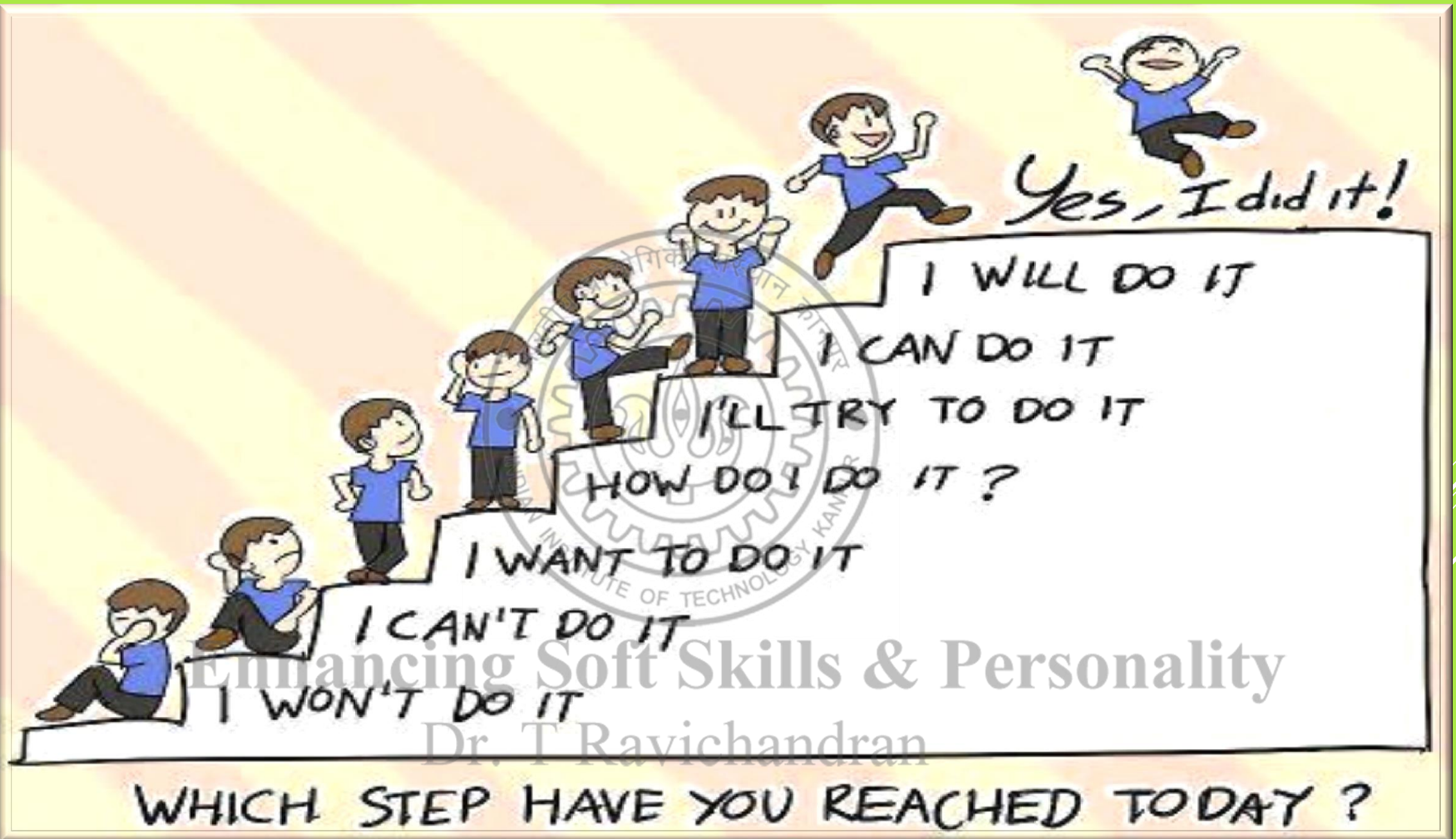
Remember the Zeigarnik effect!



HABITS: USING ZEIGARNIK EFFECT FOR PRODUCTIVITY

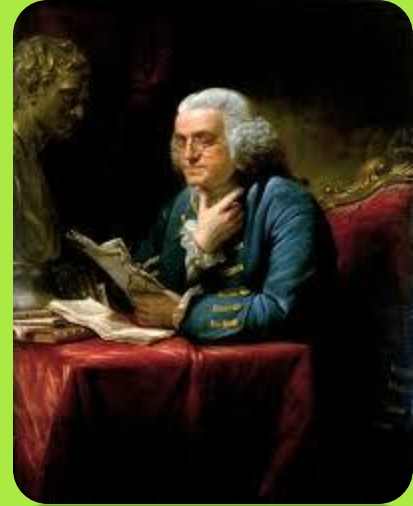


- ▶ Since unfinished activity gives anxiety, it is important to focus on an activity and stick to it till its completion.
- ▶ If you start it, finish it. Don't leave it in between. This is an important growth habit you need to inculcate in your personality!
- ▶ This knowledge also helps in beating procrastination: you realize that it is just the starting trouble, once you start somehow, you will finish it anyhow!
- ▶ Unfinished tasks use large amount of mental resources by occupying and blocking premium space but refusing to go away until you finish it. That is why you should stop watching any tele-series or play video games.
- ▶ Internalisation of the Zeigarnik Effect can give you the much needed intrinsic motivation to achieve or excel in any activity.
- ▶ You can rewire your brain to seek completions, as it takes you to resolution of tension and adds to the feel-good factor.



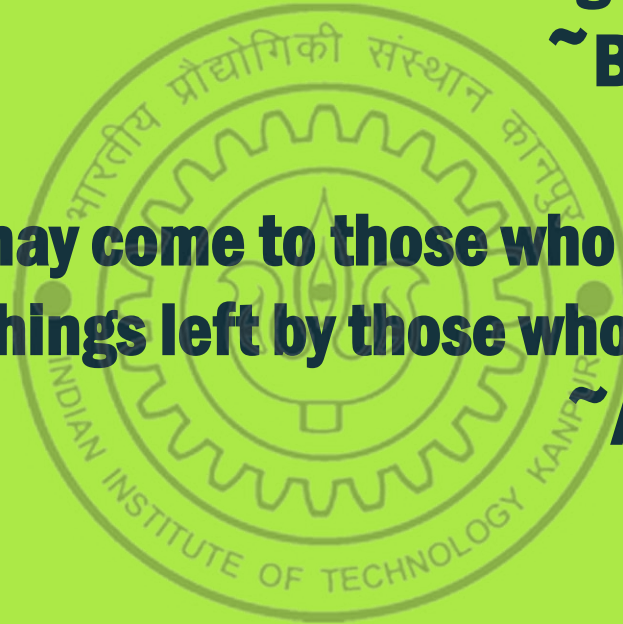
**“You may delay, but time will not,
and lost time is never found again.”**

~ Benjamin Franklin



**“Things may come to those who wait,
but only the things left by those who hustle.”**

~ Abraham Lincoln



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MUST READ BOOKS . . .

- ▶ *Eat That Frog: 21 Ways to stop Procrastination and get More Done in Less Time*
- ▶ *Get Paid More and Promoted Faster*
- ▶ *Focal Point*
- ▶ *Goals!: How To Get Everything You Want—Faster Than You Ever Thought Possible*

~Brian Tracy

Getting Organized at Work ~ Ken Zeigler

“A Japanese technique for overcoming laziness.” Brightside.me.

<https://brightside.me/article/a-japanese-technique-for-overcoming-laziness-11255/>