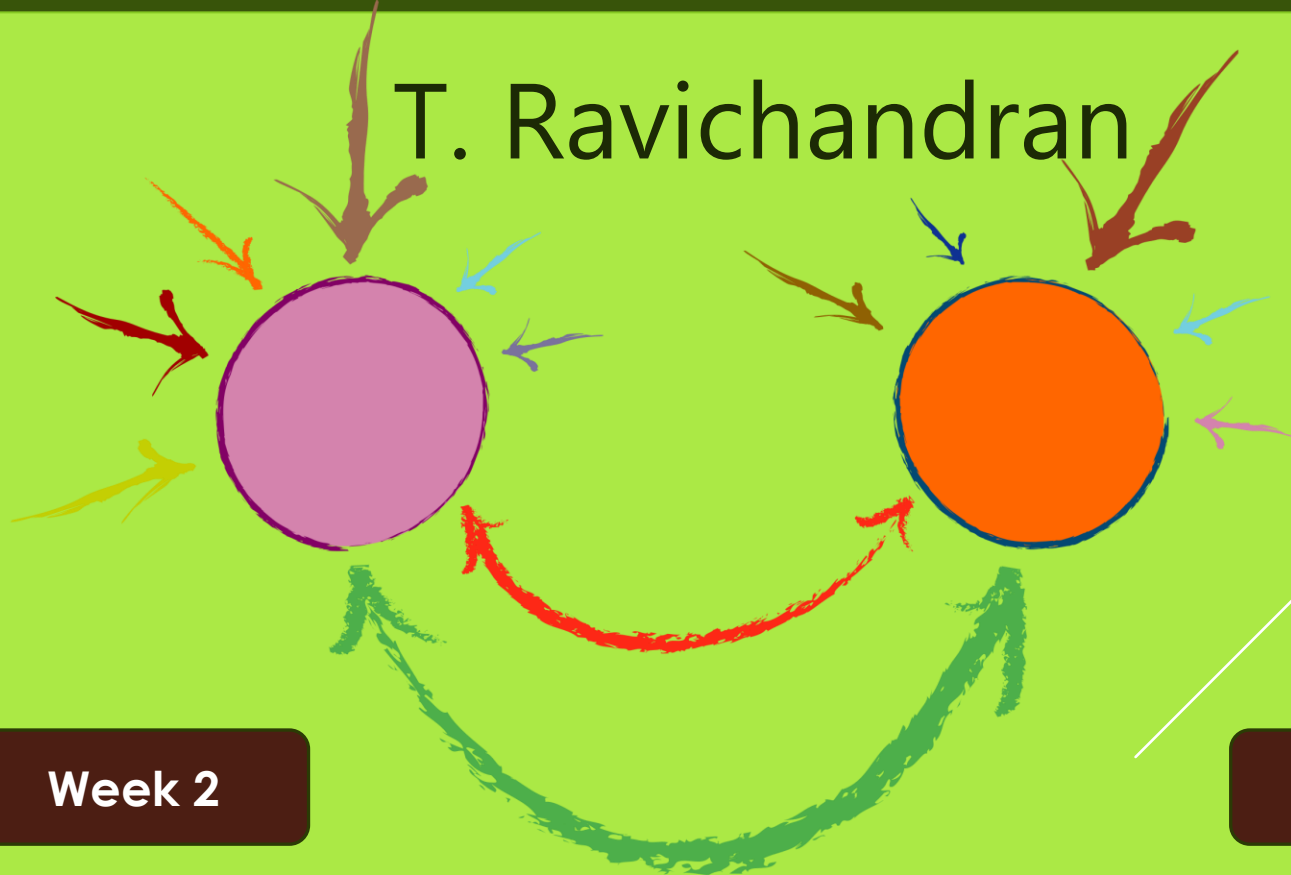


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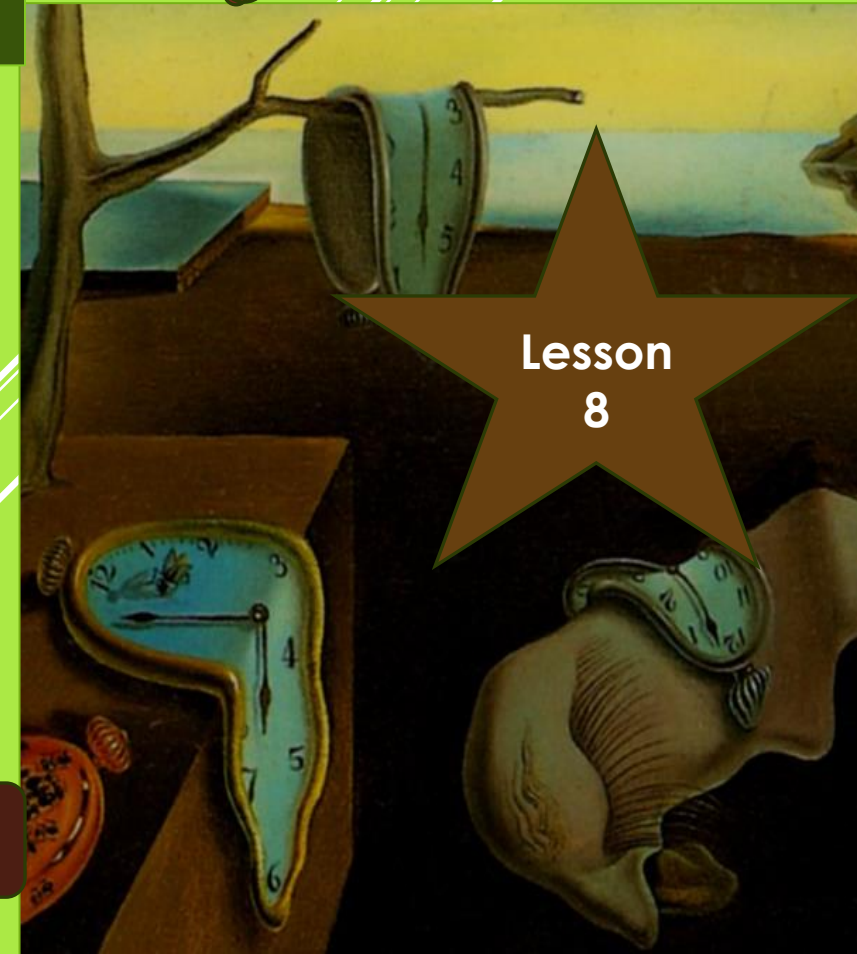


Week 2

Unit 3

Handling Delay—
1: Understanding
Procrastination

Lesson
8





Highlights

OF THE LAST LESSON



- ❑ Focussed on using time efficiently.
- ❑ Time efficiency implies identifying and doing activities of high value by managing our habits and perceptions of time.
- ❑ 1. Plan for lifetime 2. Break your life plan into achievable goals 3. Write your goals 4. Prioritise your activities 5. Stick to your prioritised activities 6. Stop time leakage (interruptions, non-delegation, not saying no, disorganized surroundings, etc.)
- ❑ Saving time by managing e-mails (specific time for checking, use of spam filters, not returning, creating folders, maintaining clear inbox)
- Other time cancers: lazy mind-set, immediate pleasure seeking thoughts, postponement, not starting if not sure of end results, escapist tendency, watching TV, finding others' jobs more important.
- Give Due Regard to Your DEADLINES!; Convert Time-Stealers into Time-Gifters!; Find time for valuable activities
- Discussed Steven Covey's model;
- Pareto Principle (80% productivity depends on 20% activity).



**Despite the best of intentions,
many do not meet their deadlines,
many are not able to focus on high value tasks . . .**

WHY?

Owing to their tendency to procrastinate!

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Beware of Parkinson's Law!

- ❖ **Parkinson's Law:** *Work expands so as to fill the time available for its completion.*
- ❖ Hence, the wise men say that if you want to get a job done, give it to someone who is busy!
- ❖ Learn to say “NO”: *Everything you do has an opportunity cost!*
- ❖ **Avoid Procrastination by all means, at any cost!**



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PROCRASTINATION

The act or habit of putting off, delaying or deferring an action to a later time especially when something requires immediate attention.

***Pro*: forward *cras*: tomorrow**

- **The abysmal gap between what is intended and what gets executed!**
- **Letting the low-priority tasks interfere with the completion of high-priority ones.**
- **Resulting in panic and regret that I should have started earlier!**



PROCRASTINATION LEADS TO . . .

- ▶ **Squandered Time**
- ▶ **Unused Opportunities**
- ▶ **Poor Performance**
- ▶ **Self-Deprecation**
- ▶ **Stress and Depression**



HANDLING PROCRASTINATION

- ▶ **Relieves you from stress. Makes you cool!**
- ▶ **You develop resolve, strong will and determination!**
- ▶ **You learn how to control the events of your life.**
- ▶ **Enhances your confidence and sense of worth.**

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When do we Procrastinate?!

- When we develop psychological and emotional fear for the unknown.
- When we fear humiliation, failure and/or rejection.
- When we fear we are inadequate and suffer from low self-esteem
- When we worry too much about what others think.
- When we are pessimistic about the outputs.
- When we just feel lazy!



Inertia!



- ❖ **Newton's first law of motion:** "An object at rest stays at rest and an object in motion stays in motion with the same speed and in the same direction unless acted upon by an unbalanced force."
- ❖ **Inertia:** The tendency for body at rest to stay at rest and resist change.
- ❖ Greater forces are needed to initiate change than to maintain change.
- ❖ Lying on the couch is easier than getting up!

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When do we Procrastinate?!

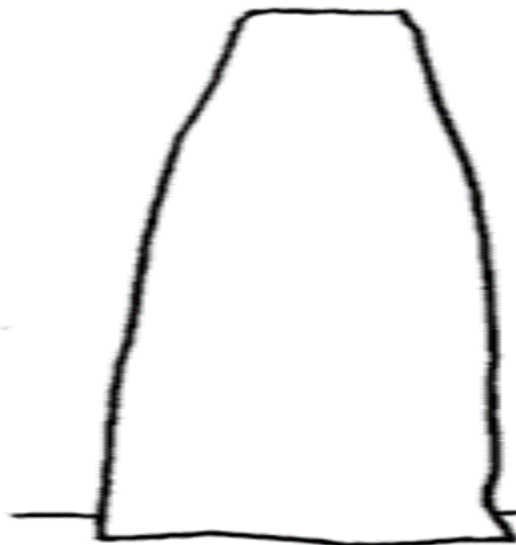
- When we want to do a job perfectly!
- When we are afraid of success!
- When we are addicted to Adrenaline rushes . . .
- When we wistfully think that the work will get done by somebody!
- When we think that by delay the work will disappear!
- When we are overwhelmed by the enormity of the task!



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THE TASK I MUST
UNDERTAKE IS
TOWERING OVER
ME LIKE A
GREAT BIG
MONOLITH

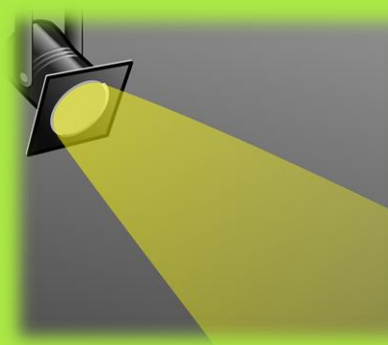


IT IS TOO BIG
TO CONTEMPLATE,
SO I THINK I
WILL GO AND
HAVE A LITTLE
LOOK AT
THE INTERNET



LACK OF FOCUS

- Getting easily distracted . . .
- Seeking solace in trivial comfort zones . . .



**Mass Distraction =
Mind Destruction!**



WHEN WE SUFFER FROM PETER PAN SYNDROME . . .



- **J. M. Barrie's Peter Pan can fly but remains child forever.**
- **The 'Peter Pan Syndrome': Emotional/Social immaturity.**
- **People who do not want to or feel unable to grow up.**
- **Possess the body of an adult but think, feel, and act like a child!**
- ***Not starting a work without any motivation, blaming others, being irresponsible, etc.***

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BUT DELAY CAN LEAD TO DENIAL . . .

As in the case of . . .

Leo Tolstoy's story "God sees the truth, but waits"

For quick summary:

<http://janinetamboliteratureproject.weebly.com/summary.html>

For Full Story:

http://www.lonestar.edu/departments/english/tolstoy_god_sees.pdf



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A photograph of a person in a starting crouch on a red running track. The person is wearing a dark blue athletic top and shorts, and a black wristband. Their right foot is prominently shown in the foreground, wearing a white, black, and orange running shoe. The background shows a green field and a blue sky with some clouds. The quote "YOU CAN'T WIN IF YOU DON'T BEGIN." is overlaid in large, bold, white capital letters on the left side of the image.

**"YOU CAN'T
WIN
IF YOU DON'T
BEGIN."**

ROBIN SHARMA

Dr. T. Ravichandran, Professor, HSS Department, IIT Kanpur, India

**I don't fear
commitment;
I fear wasting my time.**

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

**Marty Nemko, "How To Do Life: The Peter Pan Syndrome: Why smart people fail" .
Psychology Today. May 13, 2016. <https://www.psychologytoday.com/blog/how-do-life/201605/the-peter-pan-syndrome>**