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Assignment of Procrastination

1.Tell us how important learning these skills is going to help you to become a professional tech woman

These skills I gain will help me to:

Building Confidence: as we know to be woman in tech it's not easy, you face some many challenges, but when you don't procrastination it's help you to be more productive and boot your self esteem

To know how to train my brain

trick my brain into doing things on time. Substituting smaller units of time like days instead of months or many hours instead of day this will help me to be more productive than before through reduce procrastination

Managing Distractions: the skills that I gain is to learn how I can reduce some distraction

Daily Planning: teach me how can i make schedule of my work before starting it

Reduce stress: which often means that the procrastinator is really only postponing that stress, and is essentially "borrowing" temporary peace of mind, which their future self has to pay back with interest in the long term

2. How are you going to do to avoid procrastination and what kind of techniques are you going to use?

1. Get Organized. You are more likely to procrastinate if you don't have a set plan or idea for completing your work.
2. Eliminate Distractions.
3. Prioritize.
4. Set Goals.
5. Set Deadlines.
6. Take a Break.
7. Reward Yourself.
8. Hold Yourself Accountable.

Here are the techniques techniques to avoid procrastination?

Make well-being and **work-life balance** priorities.

 The **pomodoro timer**: helps enforce work and break periods, in part by blocking sites that the user tends to spend too much time on.

Attention training can help people maintain focus on the task at hand for long enough to accomplish significant work.

Other Techniques can be used Avoid Procrastination

1. Forgive myself for procrastinating in the past
2. Commit to the task.
3. Promise myself a reward.
4. Ask someone to check up on me.
5. Act as I go.
6. To Rephrase my internal dialog.
7. Try to Minimize distractions.
8. Aim to "eat an elephant beetle" first thing, every day!

3. What's the difference between patience and procrastination:

✓ Patience involves celebrating the task you have done while waiting for the seed you have planted to grow.
✓ Procrastination involves avoiding what you know needs to be done