When we procrastinate, we are actively choosing to postpone(推迟) or put off（推迟） doing a particular task. And it's a common thing!  Whether it's in our business, homework, housework or exercise, we are all guilty of putting off things we KNOW we need to do.

当我们拖延的时候，我们就是在推迟一个任务。这样做，是我们自己的选择。这是一个很普遍的现象，无论是面对工作，作业，家务，还是运动，在故意推迟一些我们该做的事时，我们都会感到愧疚。  
We know that we all do it. So WHY do we procrastinate?

我们知道，大家都有拖延症。那么，我们为什么会拖延呢？  
The main reason we procrastinate is that our brains are always seeking to gain pleasure and avoid pain. When we procrastinate, our brain is literally telling us to avoid doing the thing we need to do, because it's less fun. In a way, the brain is sort of like, a little child, wanting to stay out and play when it's time to go home and have dinner.

我们有拖延症，最主要的原因，就是，我们的大脑总是想办法找乐子，并且想避免痛苦。我们拖延的时候，其实，大脑就是在告诉我们，不要去做那些我们该做的事，因为这没意思。从某种程度上说，大脑，就像个小孩子，到了应该回家吃饭的时候，它还想待在外面玩。  
If you want to over procrastination once and for all, try these four simple steps I am about to share with you.

接下来，我要向你分享一些简单的步骤。如果你想彻底克服拖延症，请你试一试吧。  
1. Self-parenting. As mentioned before, the procrastinating brain is sort of like a small child wanting to avoid the boring stuff in life, and just enjoy the fun or easy stuff. But if a child is behaving in a way that is opposing to their needs, we don't yell at them and tell them they are bad. We need to find a way to reason with them.

第一，自己教育自己。正如前面所说，有拖延症的大脑，就像一个小孩，它不想做无聊的事情，而是想享受乐趣，或者做一些简单的事。但是，如果一个小孩做的事，跟他的实际需要不一致，我们不会朝他大吼大叫，不会告诉他，你是个坏小孩。我们需要做的，是想办法，去跟他讲道理。  
You need to treat yourself in the same way. Is there something that you are missing that you need? Perhaps you are tired because you haven't been giving yourself any time off from work or responsibilities.

你也应该这样对待自己。想一下，你是否，正在错过一些你需要的东西？也许，你感到很累，是因为你一直顾着自己的工作，顾着自己的责任，而忘记了留出时间，让自己好好休息。  
Maybe your procrastination is a sign you need to take a break. Maybe you just need to reconnect with your purpose, your reason why you must do this. Maybe you just need to remind yourself the positives and the negatives that will come if you do not complete this task. Attend（出席；上（大学等）；照料；招待；陪伴） to these needs and you may find that your productivity goes up naturally.

也许，你的拖延，意味着，你需要休息。也许，你只是需要再回顾一下自己的目标，想一下为什么自己一定要做这件事。也许，你只是需要提醒自己，要是你不完成这个任务，会有什么后果。满足自己的需求，然后，你可能会发现，你的效率自然而然地就提高了。  
2. Set small goals. In order to overcome procrastination, we need to manage overwhelm. For many of us, if our goals are too big, we won't even start them! Because of this, it is important to make sure we set small, achievable goals and to make ourselves accountable for achieving them

第二，设立小目标。为了克服拖延，我们需要避免让自己压力过大。对于我们很多人而言，如果我们的目标太大了，我们根本就不会采取行动！因此，我们给自己定的目标，一定要小一点，要能够实现，这样，我们才做得到实现它们。  
If you ever find yourself in overwhelm, think of the saying, how do climb the staircase（楼梯） to success? One step at a time. Break down your task into small chunks, many small actions that you can take that will lead to completion of your goal.

如果你觉得自己压力很大，快撑不住了，想一下这句话，你，要如何攀爬阶梯，走向成功？答案是，每次只走一步。把你的任务，细分成很小的部分，让你去做小小的行动，久而久之累积起来，它们能带你完成你的目标。  
Write them all down on a piece of paper in order of importance. And cross them out when you have them completed. The small reward of crossing of the task will bring a sense of achievement and will make it more likely you will follow through with the rest of the tasks.

把它们写下来吧，写在一张纸上，按照重要性排序。当你完成所有小的任务时，把它们一个个划掉。任务完成后，把整个任务划掉，这会给你带来成就感，让你有动力去完成剩下的任务，你就更有可能实现你的目标。  
3. Make it fun. Another way to overcome procrastination is to make sure that we are including the desire for pleasure in our plans to complete the task at hand. If you are avoiding the work, find a way to include some play in the task.

第三，让事情变得有趣。另外一种克服拖延症的方法，就是，对于任务计划，我们一定要让自己渴望去完成它们，让自己觉得它们很有趣。如果你不想做一件事，想办法让它变得好玩。  
Put on music while you clean the house. Burn a nice candle and enjoy the scent while you study. How you achieve it isn't important. It's simply important that you make it pleasurable.打扫屋子的时候，放点音乐。学习的时候，点一支蜡烛，享受这美好的香气。你怎么做这件事，不重要。重要的是，你要让这件事变成一件令人享受的事。  
4. Set up a reward system. As well as making the task itself more pleasurable, it's a good idea to also add in a reward system for when you get the job done. This can be something as simple as a cup of tea, or a 20-minute break.

第四，建立奖励机制。除了使任务变得愉悦这个方法之外，你也可以加入一点小奖励，奖给完成任务的自己，这是一个不错的注意。这个奖励，很简单，可以是一杯茶，或者20分钟的休息时间。  
Again, the reward itself is not important. It's giving the brain a guarantee of pleasure once the task is done.

 同样地，奖励本身并不重要，重要的是，任务完成的时候，我们一定要让大脑感受到快乐。  
We all experience the struggle of procrastination from time to time, but with these simple steps, you will find yourself becoming much more productive.

克服拖延症，很痛苦，我们时常要经历这个过程。但是，跟着这些简单的步骤去做，你会发现，自己变得更高效了。