## **How to Beat Procrastination**

# 如何战胜拖延

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Summary. Procrastination is a part of human nature. While we love crossing off the easy tasks on our to-do lists, the more challenging ones languish there indefinitely. Why? Because it's much easier for our brains to process concrete (now) versus abstract (future) benefits. The key to tackling those unwanted tasks is making the action itself feel more significant and real, while making the costs of performing the action feel smaller. For example, telling a colleague that you're going to finish a task at a certain point in time may be the nudge you need to get something done. To make the task feel smaller, break it down into easy steps—that will keep you motivated as you achieve each goal. You'll notice how much more work you can get done when you're less short sighted.

文章总结。拖延是人性的一部分。尽管我们喜欢在待办事项列表中划掉那些容易的任务,但更具挑战性的任务却无限期地搁置在那里。为什么呢?因为我们的大脑更倾向于处理具体的(现在的)的任务而不是抽象的(未来的)事务。解决这些不想做的任务的关键是让行动本身感觉更加重要和真实,同时降低执行任务的成本。例如,告诉一位同事你打算在某个时间点完成一个任务,可能就是你需要的那个推动力。为了让任务感觉更小,将其分解成简单的步骤——这将在你实现每个目标时保持你的动力。当你不那么目光短浅时,你会注意到你能完成更多的工作。

Procrastination comes in many disguises. We might resolve to tackle a task but find endless reasons to defer it. We might prioritize things we can readily tick off our to-do list—answering emails say—while leaving the big complex stuff untouched for another day. We can look and feel busy while artfully avoiding the tasks that really matter. And when we look at those rolling long-untouched items at the bottom of our to-do list we can't help but feel a little disappointed in ourselves.

拖延症有很多种伪装形式。我们可能决定处理一个任务,但又能找到无数的理由去推迟它。我们可能优先处理那些能够从待办事项列表中快速划去的事情——比如回复电子邮件——而将那些大而复杂的任务留到另一天。我们可以看起来很忙,实际上却巧妙地避开了真正重要的任务。当我们看到那些长时间未触及、处于待办事项列表底部的任务时,我们不禁对自己感到有些失望。

The problem is our brains are programmed to procrastinate. In general, we all tend to struggle with tasks that promise future upside in return for efforts we take now. That's because it's easier for our brains to process concrete rather than abstract things, and the immediate hassle is very tangible compared with those unknowable uncertain future benefits. So the short-term effort easily dominates the long-term upside in our minds—an example of something that behavioral scientists call present bias.

问题在于我们的大脑被编程为了拖延。一般来说,我们都倾向于对那些承诺未来回报的任务感到挣扎,因为我们现在就需要付出努力。这是因为我们的大脑更容易处理具体的事

物,而不是抽象的事物,而且即时的麻烦与那些未知的不确定的未来利益相比非常具体。因此,短期的努力在我们的思维中很容易占据上风——这是行为科学家所称的"现在偏差"的一个例子。

How can you become less myopic about your elusive tasks? It's all about rebalancing the cost-benefit analysis: make the benefits of action feel bigger and the costs of action feel smaller. The reward for doing a pestering task needs to feel larger than the immediate pain of tackling it.

你如何能对那些难以捉摸的任务变得不那么目光短浅呢?这一切都关乎于重新平衡成本-效益分析:使行动的好处感觉更大,而行动的成本感觉更小。完成一个烦人的任务的回报需要感觉大于立即处理它的痛苦。

1 To make the benefits of action feel bigger and more real:

## 1 使行动的好处更大更真实

## 1.1 Visualize how great it will be to get it done.

## 1.1 想象完成它将会有多么棒。

Researchers have discovered that people are more likely to save for their future retirement if they' re shown digitally aged photographs of themselves. Why? Because it makes their future self feel more real—making the future benefits of saving also feel more weighty. When we apply a lo-fi version of this technique to any task we' ve been avoiding by taking a moment to paint ourselves a vivid mental picture of the benefits of getting it done, it can sometimes be just enough to get us unstuck. So if there' s a call you' re avoiding or an email you' re putting off, give your brain a helping hand by

imagining the virtuous sense of satisfaction you' Il have once it's done—and perhaps also the look of relief on someone's face as they get from you what they needed.

研究人员发现,如果向人们展示他们数字化老化的照片,他们更有可能为未来的退休储蓄。为什么?因为这使他们的未来自我感觉更真实——使储蓄的未来好处也感觉更重要。当我们将这种技术的低保真版本应用到任何我们一直在避免的任务上,花一点时间为自己绘制一幅完成任务后好处的生动心理画面,有时候这足以让我们摆脱困境。所以,如果有一个电话你在避免,或者有一封电子邮件你在推迟,通过想象一旦完成它将获得的那种美好满足感(也许还有某人因为得到了他们需要的东西而露出的轻松表情)来帮助你的大脑。

# 1.2 Pre-commit publicly.

### 1.2 公开预承诺

Telling people that we're going to get something done can powerfully amplify the appeal of actually taking action because our brain's reward system is so highly responsive to our social standing. Research has found that it matters greatly to us whether we're respected by others—even by strangers. Most of us don't want to look foolish or lazy to other people. So by daring to say "I'll send you the report by the end of the day" we add social benefits to following through on our promise—which can be just enough to nudge us to bite the bullet.

告诉人们我们将要完成某事可以强烈地增加实际采取行动的吸引力,因为我们大脑的奖励系统对我们的社会地位反应非常敏感。研究发现,其他人——即使是陌生人——是否尊重我们对我们来说非常重要。我们大多数人不想在其他人面前看起来愚蠢或懒惰。因此,通过大胆地说"我会在今天结束前发送报告给你",我们为履行我们的承诺增加了社会利益——这足以促使我们迈出难以迈出的那一步。

### 1.3 Confront the downside of inaction.

## 1.3 面对不采取行动的下场

Research has found that we' re strangely averse to properly evaluating the status quo. While we might weigh the pros and cons of doing something new, we far less often consider the pros and cons of not doing that thing. Known as omission bias, this often leads us to ignore some obvious benefits of getting stuff done. Suppose you' re repeatedly putting off the preparation you need to do for an upcoming meeting. You' re tempted by more exciting tasks, so you tell yourself you can do it tomorrow (or the day after). But force yourself to think about the downside of putting it off, and you realize that tomorrow will be too late to get hold of the input you really need from colleagues. If you get moving now, you have half a chance of reaching them in time—so finally, your gears creak into action.

研究发现,我们对于正确评估现状有着奇怪的厌恶。虽然我们可能会权衡做一些新事情的 利弊,但我们远不如考虑不做那件事的利弊。这种被称为遗漏偏误的现象,经常导致我们 忽略完成事情的一些明显好处。假设你一再推迟为即将到来的会议所需的准备工作。更令 人兴奋的任务吸引了你,所以你告诉自己你可以明天(或后天)再做。但是强迫自己思考 推迟的下场,你会意识到明天已经太晚,无法从同事那里获得你真正需要的输入。如果你 现在就开始行动,你还有一半的机会及时联系到他们——所以,最终你的行动齿轮开始转 动。

2 To make the costs of action feel smaller:

2 为了使采取行动的成本感觉更小:

2.1 Identify the first step.

## 2.1 确定第一步。

Sometimes we're just daunted by the task we're avoiding. We might have "learn French" on our to-do list, but who can slot that into the average afternoon? The trick here is to break down big amorphous tasks into baby steps that don't feel as effortful. Even better: identify the very smallest first step something that's so easy that even your present-biased brain can see that the benefits outweigh the costs of effort. So instead of "learn French", you might decide to "email Nicole to ask advice on learning French." Achieve that small goal, and you'll feel more motivated to take the next small step than if you'd continued to beat yourself up about your lack of language skills.

有时候,我们只是被我们正在避免的任务吓倒了。我们可能在待办事项列表中有"学习法语",但谁能把它安排到普通的下午呢?这里的诀窍是将大而无形的任务分解成不那么费力的小步骤。更好的是:确定最小的第一步,这样简单到即使你现在偏差的大脑也能看出努力的好处大于成本。所以,你可能决定"给妮可发邮件,询问学习法语的建议"而不是"学习法语"。完成那个小目标后,你会感觉比继续自责语言技能的缺乏更有动力去迈出下一小步。

## 2.2 Tie the first step to a treat.

## 2.1将第一步与奖励联系起来。

We can make the cost of effort feel even smaller if we link that small step to something we' re actually looking forward to doing. In other words, tie the task that we' re avoiding to something that we' re not avoiding. For example, you might allow yourself to read lowbrow magazines or books when you' re at the gym because the guilty pleasure helps dilute your brain' s perception of the short-term "cost" of exercising. Likewise, you might muster the self-discipline to complete a slippery task if you promise yourself you' Il do it in a nice café with a favorite drink in hand.

如果我们将那个小步骤与我们实际期待做的事情联系起来,我们可以使努力的成本感觉更小。换句话说,将我们正在避免的任务与我们不避免的事情联系起来。例如,当你在健身房时,你可能允许自己阅读低俗杂志或书籍,因为这种有罪恶感的乐趣有助于淡化你的大脑对短期"成本"的感知。同样,如果你承诺在一个漂亮的咖啡馆里手拿喜欢的饮料完成一个棘手的任务,你可能就能鼓起自律去完成它。

## 2.3 Remove the hidden blockage.

### 2.3 消除隐藏的障碍

Sometimes we find ourselves returning to a task repeatedly, still unwilling to take the first step. We hear a little voice in our head saying "Yeah, good idea, but... no." At this point, we need to ask that voice some questions to figure out what's really making it unappealing to take action. This doesn't necessarily require psychotherapy. Patiently ask yourself a few "why" questions— "why does it feel tough to do this?" and "why's that?"—and the blockage can surface quite quickly. Often, the issue is that a perfectly noble competing commitment is undermining your motivation. For example, suppose you were finding it hard to stick to an early morning goal-setting routine. A few "whys" might highlight that the challenge stems from your equally strong desire to eat breakfast with your family. Once you've made that conflict more explicit, it's far more likely you'll find a way to overcome it—perhaps by setting your daily goals the night before or on your commute into work.

有时候,我们发现自己反复回到一个任务上,仍然不愿意迈出第一步。我们会听到头脑中有一个小声音说: "是的,好主意,但是…不行。"此时,我们需要问那个声音一些问题,以弄清楚是什么真正让采取行动变得没有吸引力。这不一定需要心理治疗。耐心地问自己一些"为什么"问题——"为什么感觉做这件事很困难?"和"为什么会这样?"——障碍可以很快浮现。通常,问题是一个完全高尚的竞争承诺在破坏你的动力。例如,假设你发现很难坚持早晨设定目标的例行公事。一些"为什么"可能会突出显示挑

战源自你同样强烈的愿望,即与家人一起吃早餐。一旦你使这种冲突更加明确,你就更有可能找到克服它的方法——也许是在前一晚或上班途中设定你的日常目标。

So the next time you find yourself mystified by your inability to get important tasks done, be kind to yourself. Recognize that your brain needs help if it's going to be less short-sighted. Try taking at least one step to make the benefits of action loom larger and one to make the costs of action feel smaller. Your languishing to-do list will thank you.

因此,下次当你对自己无法完成重要任务感到困惑时,请对自己温柔一些。认识到如果你的大脑要变得不那么目光短浅,就需要帮助。尝试至少采取一个步骤让行动的好处显得更加重要,以及采取一个步骤让行动的成本感觉更小。你那停滞不前的待办事项列表将会感激你。

单词选讲

# disguise

● 音标: /dɪsˈgaɪz/

• 中文意思: 伪装, 掩饰

• 词性: 及物动词

• 词根: Dis-(变化) + guise (外表)

• 用法: 通常用来指掩盖或隐藏某物的真实本质。

• 相近词: camouflage, mask

• 例句: He couldn't disguise his disappointment when he failed the exam.

• 翻译: 当他考试失败时,他无法掩饰自己的失望。

#### defer

音标: /dɪˈfɜːr/

- 中文意思: 推迟, 延期
- 词性: 及物动词
- 词根: De-(向下) + fer(带来)
- 用法: 指将某事推迟到更晚的时间执行。
- 相近词: postpone, delay
- 例句: They decided to defer the project until they got more funding.
  - 翻译: 他们决定推迟项目直到获得更多资金。

## prioritize

- 音标: /praɪˈɔːr.ɪ.taɪz/
- 中文意思: 给...定优先级
- 词性: 及物动词
- 词根: Prior (先前的)
- 用法: 将事物按重要性排序。
- 相近词: rank, arrange
- 例句: You need to prioritize your health over your work.
  - 翻译: 你需要将你的健康置于工作之上。

#### tick off

- 音标: /tɪk ɒf/
- 中文意思: 勾掉, 划掉
- 词性: 及物动词
- 用法: 指在清单上勾掉已完成的项。
- 相近词: check off, mark
- 例句: She ticked off each item on her list as she completed them.
  - 翻译: 随着她完成每一项,她在清单上勾掉了它们。

# artfully

音标: /ˈαːrt.fəl.li/

- 中文意思: 巧妙地
- 词性: 副词
- 用法: 描述以巧妙或技巧高超的方式执行某事。
- 相近词: skillfully, cleverly
- 例句: He artfully avoided answering the difficult question.
  - 翻译: 他巧妙地避免回答那个难题。

## can't help but

- 中文意思: 忍不住,不由自主
- **词性**: 短语
- 用法: 用来表示某人无法控制做某事的冲动。
- 相近词: cannot resist, compelled to
- 例句: Every time I see chocolate, I can't help but eat some.
  - 翻译: 每次我看到巧克力, 我都忍不住要吃一些。

## procrastinate

- 音标: /prəˈkræs.tɪ.neɪt/
- **中文意思**: 拖延
- 词性: 不及物动词
- 用法: 推迟做某事, 尤指习惯性的延迟行动。
- 相近词: delay, dawdle
- 例句: I know I shouldn't procrastinate, but I just can't bring myself to start the report.
  - 翻译: 我知道我不应该拖延,但我就是无法开始写报告。

## upside

- 音标: /'ʌp.saɪd/
- 中文意思: 优势, 好处
- 词性: 名词

- 用法:通常用于讨论一个情况或选择的积极方面。
- 相近词: benefit, advantage
- 例句: The upside of living in the city is having easy access to many amenities.
  - 翻译: 生活在城市的好处是可以轻松享受许多便利设施。

#### concrete

- 音标: /ˈkɒn.kriːt/
- 中文意思: 具体的
- **词性**: 形容词
- 用法: 描述事物是实在的或有具体存在,而不是抽象的。
- 相近词: tangible, specific
- 例句: We need some concrete evidence before we can take action.
  - 翻译: 我们需要一些具体证据才能采取行动。

#### hassle

- 音标: /ˈhæs.əl/
- 中文意思: 麻烦, 困难
- **词性**: 名词
- 用法: 通常用来描述引起烦恼的情况或事物。
- 相近词: inconvenience, trouble
- 例句: Going through security at the airport is always such a hassle.
  - 翻译: 在机场通过安检总是这么麻烦。

# myopic

- 音标: /maɪˈɒp.ɪk/
- 中文意思: 缺乏远见的, 目光短浅的
- 词性: 形容词
- 用法: 形容一个人的视野或计划不够长远。
- 相近词: short-sighted, narrow-minded

- 例句: Their myopic decision-making neglected the potential long-term problems.
  - 翻译: 他们目光短浅的决策忽视了潜在的长期问题。

#### elusive

- 音标: /ɪˈluː.sɪv/
- 中文意思: 难以捉摸的
- **词性**: 形容词
- 用法: 描述难以找到、理解或记住的事物。
- 相近词: evasive, slippery
- 例句: The solution to the problem was elusive, but he finally figured it out.
  - 翻译: 问题的解决方案难以捉摸,但他最终解决了它。

## pestering

- 音标: /'pes.tər.ɪŋ/
- 中文意思: 纠缠, 烦扰
- 词性: 动名词 (来自动词pester)
- 用法: 持续地以小事烦扰或纠缠某人。
- 相近词: bothering, harassing
- 例句: He finally completed the report after weeks of pestering from his boss.
  - 翻译: 在老板几周的纠缠烦扰后,他终于完成了报告。

# digitally aged photographs

- 中文意思: 数字老化照片
- **词性**: 名词短语
- 用法: 通过数字技术处理使人在照片中看起来老化的照片。
- 例句: Viewing digitally aged photographs of themselves made participants more inclined to save for retirement.
  - 翻译: 观看他们自己的数字老化照片使参与者更倾向于为退休储蓄。

#### lo-fi

- 音标: /ˌləʊˈfaɪ/
- 中文意思: 低保真
- 词性: 形容词
- 用法: 描述音质或技术质量较低的音乐或录音。
- 相近词: low fidelity
- 例句: The lo-fi music had a warm and nostalgic feel to it.
  - 翻译: 这种低保真音乐有一种温暖而怀旧的感觉。

# putting off

- 音标: /'pʊt.ɪŋ ɒf/
- 中文意思: 推迟
- 词性: 动名词 (来自短语动词put off)
- 用法: 延迟执行某事。
- 相近词: postponing, delaying
- 例句: She kept putting off going to the dentist until the pain became unbearable.
  - 翻译: 她一直推迟去看牙医,直到疼痛变得难以忍受。

#### virtuous

- 音标: /'vɜː.tʃu.əs/
- 中文意思: 有道德的, 品德高尚的
- 词性: 形容词
- 用法: 描述行为或人品好的人。
- 相近词: righteous, moral
- 例句: He was known for his virtuous character and dedication to community service.
  - 翻译: 他以其高尚的品格和对社区服务的奉献而闻名。

# amplify the appeal

- 音标: /ˈæm.plɪ.faɪ ði əˈpiːl/
- 中文意思: 增强吸引力
- 词性: 动词短语
- 用法: 增加某事物的吸引力或诱惑力。
- 相近词: enhance the attractiveness
- 例句: Sharing success stories can amplify the appeal of participating in the program.
  - 翻译: 分享成功故事可以增强参与该项目的吸引力。

## following through

- 音标: /ˈfɒl.əʊ.ɪŋ θruː/
- **中文意思**: 坚持到底,执行完毕
- 词性: 动名词 (来自短语动词follow through)
- 用法: 完成一项开始的行动或计划。
- 相近词: completing, fulfilling
- 例句: He's great at starting projects but needs to work on following through.
  - 翻译: 他很擅长开始项目, 但需要努力做到坚持到底。

#### averse

- 音标: /əˈVɜːS/
- 中文意思: 不愿意的,反对的
- 词性: 形容词
- 用法:表示某人对某事感到不愿意或有反感。
- 相近词: reluctant, opposed
- 例句: He is averse to any changes in the project plan.
  - 翻译: 他对项目计划的任何变化都感到反感。

# pros and cons

- 音标: /prəʊz ænd kɒnz/
- 中文意思: 利弊, 正反两面

- 词性: 名词短语
- 用法: 讨论决策或选择时, 考虑其好处和坏处。
- 相近词: advantages and disadvantages
- 例句: We weighed the pros and cons before making a decision.
  - 翻译: 我们在做决定之前权衡了利弊。

## tempt

- 音标: /tempt/
- 中文意思: 诱惑
- **词性**: 及物动词
- 用法: 引诱某人做某事, 尤指不该做的事。
- 相近词: entice, lure
- 例句: The idea of working abroad tempts him, but he doesn't want to leave his family.
  - 翻译: 出国工作的想法吸引了他,但他不想离开他的家人。

#### creak into

- 音标: /kri:k 'ɪntu:/
- 中文意思: 慢吞吞地开始
- 词性: 短语动词
- 用法: 缓慢而费力地开始做某事。
- 相近词: gradually start
- 例句: The old machinery creaked into action after years of disuse.
  - 翻译: 经过多年不用,旧机器吱吱作响地开始运转。

#### daunt

- 音标: /do:nt/
- 中文意思: 使气馁, 使畏缩
- **词性**: 及物动词

- 用法: 使某人感到害怕或不再有信心。
- 相近词: intimidate, discourage
- 例句: The challenge may seem daunting, but it's not insurmountable.
  - 翻译: 这个挑战看起来可能令人气馁, 但并非不可克服。

#### slot into

- 音标: /slpt 'ɪntu:/
- 中文意思: 安排进..., 放入适当位置
- 词性: 短语动词
- 用法: 在时间表或计划中为某事找到合适的时间或位置。
- 相近词: fit into, insert into
- 例句: I can slot you into the schedule for a meeting next Thursday.
  - 翻译: 我可以在下周四的日程表中为你安排一个会议。

## amorphous

- 音标: /əˈmɔː.fəs/
- 中文意思: 无固定形状的
- 词性: 形容词
- 用法: 描述缺乏明确形状或界限的物体或事物。
- 相近词: shapeless, formless
- 例句: The committee's plan was still amorphous and needed more specific details.
  - 翻译: 委员会的计划还是模糊不清的, 需要更具体的细节。

#### **lowbrow**

- 音标: /ˈləʊ.braʊ/
- 中文意思: 低俗的,不求甚解的
- 词性: 形容词
- 用法: 通常用于描述文化产品(如书籍、电影、音乐), 表明它们缺乏深度或艺术价值。
- 相近词: unsophisticated, vulgar

- 例句: He prefers watching lowbrow comedies to relax after work.
  - 翻译: 下班后, 他喜欢看一些低俗喜剧来放松。

#### dilute

- 音标: /daɪˈluːt/ or /dɪˈluːt/
- 中文意思: 稀释, 淡化
- 词性: 及物动词
- 用法: 增加液体的量来减少溶液的浓度,或减轻某事的力度或重要性。
- 相近词: weaken, water down
- 例句: The report's strong message was diluted by the committee's amendments.
  - 翻译: 委员会的修订稀释了报告的强烈信息。

#### muster

- 音标: /'mʌs.tər/
- 中文意思:集合,鼓起(勇气)
- 词性: 及物动词
- 用法: 收集 (勇气、力量等) 以应对困难。
- 相近词: gather, summon
- 例句: He mustered all his courage to face the challenges ahead.
  - 翻译: 他鼓起了所有的勇气来面对前方的挑战。

# slippery

- 音标: /ˈslɪp.ər.i/
- 中文意思: 滑的; 难以把握的
- 词性: 形容词
- 用法: 字面意义是容易滑倒的, 引申为难以明确理解或捉摸的。
- 相近词: slick, elusive
- 例句: The politician's slippery response evaded the main question.

• 翻译: 这位政治家滑头的回答回避了主要问题。

## psychotherapy

- 音标: /ˌsaɪ.kəʊˈθer.ə.pi/
- 中文意思: 心理治疗
- 词性: 名词
- 用法: 通过与心理健康专业人士的谈话来治疗心理问题和障碍。
- 相近词: counseling, therapy
- 例句: After several months of psychotherapy, she began to feel much better about herself.
  - 翻译: 经过几个月的心理治疗,她开始感觉自己好多了。

## blockage

- 音标: /'blɒk.ɪdʒ/
- 中文意思: 阻塞
- 词性: 名词
- 用法: 指物理上或比喻意义上的阻碍或障碍。
- 相近词: obstruction, barrier
- 例句: The plumber was called to clear a blockage in the pipes.
  - 翻译: 管道工被叫来清除管道中的阻塞。

## undermining your motivation

- 音标: /ˌʌn.dəˈmaɪ.nɪŋ jʊə məʊ.tɪˈveɪ.ʃən/
- 中文意思: 破坏你的动机
- 词性: 动词短语
- 用法:通过行为或言论减少某人做某事的决心或欲望。
- 相近词: weakening your drive, eroding your enthusiasm
- 例句: Constant criticism is undermining your motivation to improve.
  - 翻译: 不断的批评正破坏你改进的动力。

#### stem from

- 音标: /stem fr₀m/
- 中文意思: 起源于
- 词性: 短语动词
- 用法:表示某事的原因或来源。
- 相近词: originate from, arise from
- 例句: Her fear of water stems from a childhood swimming accident.
  - 翻译: 她对水的恐惧起源于儿时的游泳事故。

## mystify

- 音标: /ˈmɪs.tɪ.faɪ/
- 中文意思: 使困惑
- 词性: 及物动词
- 用法: 使某人感到困惑或难以理解。
- 相近词: perplex, bewilder
- 例句: The cause of the accident mystified the investigators.
  - 翻译: 事故的原因让调查者们感到困惑。

## languishing

- 音标: /ˈlæŋ.gwɪ.ʃɪŋ/
- 中文意思: 变得衰弱; 受忽视
- 词性: 动名词 (来自动词languish)
- 用法: 经历衰退或被忽视的状态。
- 相近词: deteriorating, neglected
- 例句: The project was languishing due to a lack of interest and funding.
  - 翻译: 由于缺乏兴趣和资金,项目正变得衰弱。

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