

## Procrastination & How to Overcome it

### I. Introduction:

Overwhelmed? Rushed? Stressed? Chaotic? Does any of this sound familiar? I'll tell you why. This is because you too have procrastinated once. It is so easy to say, "I will do it later" or "I'll do it tomorrow." In reality, anything that gets put off usually ends up not getting done at all. Has your spouse ever asked you to run an errand or take out the trash? Have you ever noticed that when these type of things go undone everyone suffers? By the end of this essay, you will gain the knowledge of how to overcome procrastination.

### II. What is Procrastination? Why we do it?

- A. Define procrastination.
- B. Statistics
- C. Why do we procrastinate?
  - Absence of structure
  - Unpleasant tasks
  - Timing
  - Anxiety
  - Self confidence

### III. Disadvantages of Delay

- A bad images
- Carelessness
- Loss of promotion
- Deprivation of time & energy
- No growth / development

### IV. Overcoming Procrastination

- A. Strategies
  - Commit to the task
  - Minimize distractions

### V. Conclusion