

**The 5-Minute  
Guide To Stop  
Procrastination  
and Start Achieving**

**- SPECIAL REPORT -**

One of the most common problems people have in accomplishing their goals and achieving success is procrastination. Most of us know what we want to be doing and what we should do to make progress toward achieving our goals. However, many of us tend to do everything, but what we know we should be doing and then ask ourselves why we're so lazy.

Procrastination can completely dull your sense, destroy your spirit and mute your dreams by putting off till tomorrow what you should do today. In effect, procrastination is a silent killer that is killing your thoughts every moment of the day. The goals that you made yesterday are still sitting there waiting for you to tackle them. Unfortunately, they are being blocked by one of the most effective deterrent mechanisms standing in your way of achieving your goals.

Procrastination isn't something that is easily changed. This is especially true if procrastination has become a habit for you. However, it's not impossible. When you are fully committed to change your pattern of procrastination, you can break the cycle and get back on your path to achieving your dreams.

There are several methods that you can try to break your habit of procrastination. If you believe that your practice of procrastination has become a massive hurdle in achieving your goals, you can try to apply the following five methods. After implementing these simple methods for ending procrastination, you'll find yourself being more productive and living a more fulfilling and meaningful life that doesn't have you putting your hopes and dreams on the back burner.

## **Method #1 – Clearly Define Your Goals and Create Clear Milestones**

If you want to stop procrastinating and achieve your goals, then you need to learn how to actively set goals, rather than passively setting them. When you actively set your goals, and write them down on a piece of paper, you are sending a visceral signal to your brain. By writing your goals down in place that you can see daily, you are telling your mind clearly and concisely what you want to achieve, why you want to achieve it, and when you want to achieve it.

This is something that many people overlook, but it is one of the most critical steps you need to take when setting your goals. Not writing down your goals, and instead leaving them in your mind as an obscure abstract, you are telling your mind that you aren't really serious about the goals you've set and that you haven't fully envisioned them enough to put them down on paper. When they're on paper, they become real. There's an actual date that you are looking to accomplish your goals, you understand what it is you're trying to achieve, and you know exactly why you are doing it.

So, the first method to stop procrastinating and start achieving is to understand what you want and why you want it. This will allow you to know what you're aiming for, giving you the opportunity to break your goals down into more achievable milestones. This method will enable you to break your one-year goals into months, weeks, or even days, so that your goals become more achievable in your mind. After writing your goals down, you know what you have to accomplish today without getting overwhelmed with the enormity of a huge goal.

## Method #2 – Use the Quadrant System to Manage Your Time

Poor time management has a lot to do with procrastination. When you aren't able to properly manage your time, then it can be extremely challenging to get ahead. And, the more you fall behind, the harder it will be for you to catch up. Not only does it become harder to catch up, but you start to build a habit of procrastination, which then becomes even more difficult to break. Often, to beat procrastination, we need to implement some time management skills into our daily lives.

Former President, Dwight D. Eisenhower first introduced the following method for improving your time management skills and ending your habit of procrastination and popularized by Stephen D. Covey in his best-selling book, *7 Habits of Highly Effective People*. Eisenhower once said, "What is important is seldom urgent, and what is urgent is seldom important." This is where the Urgent/Important matrix for effectively managing your time comes from.

When working toward your goals, things can either be necessary but not urgent (long-term goals), urgent and important (crises and emergencies), urgent but not important (interruptions), or not important and not urgent (distractions). For most of us, we tend to find ourselves in the not important and not urgent quadrant of distractions.

When we find ourselves stuck in this quadrant, this is when procrastination starts to take center stage in our lives. We would much rather be watching the latest episode of our favorite television show rather than working toward accomplishing our long-term goals.

So, the question is, how does building your time management skills help you break your habit of procrastinating. When it comes to your goals and your milestones, you can break your day out into activities you need to accomplish. Working full-time is a block of time that you can't skip over. However, during your free time, you can sort what you do into any of the four quadrants. If you can take the time to plan your day, then you can write the quadrant that each of your activities falls under.

So, to beat procrastination, you need to ensure that you tackle the not urgent and not important activities first. You can block out the first bit of your free time to complete these activities. This is also an excellent way to look back at your day to see which quadrant your daily activities fell under. If you're not working a little bit each day toward your long-term goals, then you're robbing yourself of achieving your dreams.

## **Method #3 – Use the 15-Minute Method**

Procrastination is a dangerous mental habit that can get worse over time if you don't address it now. However, the 15-minute method for tackling procrastination can help you develop the self-discipline you need to tackle even the smallest of tasks and get more done. One of the most challenging emotions to tolerate and get past is dread. However, effectively eliminating dread could be the key you need to start performing at your best. So rather than waste time being immersed in fear, utilize the 15-minute method to help you dive into your tasks right away.

For this method, you'll want to grab a stopwatch, your phone, or a clock, or whatever you have that's handy. It needs to be something that you can use to count down the time. When you are getting ready to complete a task, set the timer in front of you and set it for 15 minutes. Start the timer and begin working on an activity that you've been putting off and commit to working on it for 15 minutes.

Doing an task for 15 minutes, and committing yourself to that block of time only, help you to get over the hurdle of procrastination. Typically, when you engage in an activity for 15 minutes, you will continue to work on it for much longer. Also, by only committing to 15 minutes of your time, you're helping yourself to overcome one of the most significant hurdles in your mind, which is just getting started on a task.

So, to help you beat your habit of procrastination, commit to 15 minutes. Work on something that you've been putting off for 15 minutes, starting now. The next time you find yourself searching for an excuse to not work on your tasks, tell yourself, you'll try it for 15 minutes. Every day, set aside 15 minutes for working toward your goal and after time, you'll begin to build better habits that will start to empower you rather than debilitating you.

## **Method #4 – Change Your Environment**

Sometimes, the unhelpful patterns and habits you develop are a result of your environment. What this means is that, when we're at home, we tend to run a specific set of behaviors that our brain is accustomed to running. The good news is that this pattern can be broken and we can change our environment so that you can start to change your behaviors.

If you find yourself settling into your couch, grabbing the remote, and turning the T.V. on after a long and stressful day at work, change your environment. Take your laptop to a coffee shop to work or head to the park with a notepad and pencil. One of the best ways that you can break your bad habits is by changing your environment.

If you find yourself stifled in your current environment, and its leading to your procrastination, go somewhere else and change your situation. If you continue to do the same things, you can't continue to expect different results. If your current situation isn't empowering you to get to work on accomplishing your long-term goals, then you have to pick yourself up and change your setting. Go somewhere that inspires you and do it.

## **Method #5 – Find an Accomplice**

The last method that you can use to banish procrastination in your life is to locate an accomplice. Often, the one thing that we need to get moving forward in accomplishing our goals is a friend or loved one to help push us past the hump. If one of your goals involves being able to make it to the gym three times a week, then have someone that can help motivate you. When you are feeling down, and don't have the motivation to work on those tasks that will get you closer to your goal, they can help push you over the hurdle. And when they're feeling down, you can return the favor.

When you find someone you can work together with to find motivation and work toward your goals, you get to work as a team. This means that you aren't having to try and accomplish your goals on your own. It is an excellent method for overcoming our habit of procrastination because it gives us someone else to hold us accountable. When you procrastinate, you are sending a signal to your mind saying that it's okay to brush tasks off and put working on our goals until another day. The problem is that if you genuinely want to achieve success, you can't put things off because this behavior will become habitual.

Finding an accomplice to help you reach your goals can powerfully amplify the appeal of taking action because our mind's reward system is highly responsive to our social standing. Research has found that it greatly matters to us whether others respect us, so having an accomplice adds social benefits to our success, which can be just enough to get you going toward achieving your goals.

## Conclusion

We tend to put off the tasks that cause us physical or emotional discomfort. Whether it's the budgeting sheet that you don't want to deal with or the unpleasant phone call you have to make, you will always find a hundred other things that you'd rather spend your time doing. So, you tell yourself that you'll do it "later" or you'll tackle those tasks "someday." Unfortunately, the clock never actually strikes "later," and there isn't a place on the calendar designated for "someday." Which means these unpleasant tasks continue to be put off for longer and longer periods.

Don't let the silent killer of procrastination keep you from accomplishing your goals. Use these effective methods for beating procrastination and get up and do something that will get you closer to accomplishing your goals and achieving success. The more you sit back and don't act on your dreams, the less likely you are to act in the future. Don't continue to let your habit of procrastination hold you back and keep you from achieving success in your life.