

Beat procrastination at work

Do you put off doing tasks and find yourself scrambling at the last minute? You could be procrastinating. Try the tips below to break the habit.



BREAK LARGE TASKS DOWN INTO SMALLER PIECES.

Rather than trying to do the entire project, start with one piece. This can make a large project less overwhelming and more realistic.

GET MOTIVATED.

Think about how pleased you'll be when it's done. Focus on the positive aspects of your job, and why you do what you do. This may help you get the energy to tackle difficult tasks.

TRY REWARDS.

Commit to getting the project done a few days early. When you do, treat yourself after work. Examples of positive rewards may be your favorite meal or a fun activity you enjoy.

Source: American Psychological Association