

Coach's Corner

Do it now!

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By Sharon Pahlka, NKC Kidney Patient



I procrastinate. Do you? Let's stop.

Dreading something often takes more energy than doing it. There is a basic reason why most people don't accomplish what they could: They just can't get started. Why?

1. The task is difficult and or/overwhelming
2. It is time-consuming
3. We may lack knowledge or skills
4. Fears

Coaching Question: What will you do to eliminate procrastination?

Simple Cure: Focus on getting started and developing momentum, not on finishing everything (perfectly).

- If the problem is lack of knowledge or skill, make a plan for getting more.
- Make a list of the benefits of not procrastinating.
- Identify your own goals, strengths, values and priorities and work within those.
- Compare your actions with the values you feel you have. Are your values consistent with your actions?
- Discipline yourself to use time wisely: Set priorities. (Remember, it's not procrastination if it wasn't worth doing in the first place.)
- Use the "inchworm technique". Look at a project and break it into small chunks and work on the little pieces. Reward yourself after you complete a task, however small.
- Motivate yourself: Dwell on success, not on failure. Tell yourself: "This isn't so hard, it won't take long, or I can easily do some part of it, or I'll learn while doing."

- Picture in your mind what you would like to achieve. When you have that clearly in mind, then begin somewhere—anywhere—trying to achieve some of your vision.

Coaching Tip: Overcoming procrastination produces peace of mind, a feeling of being in charge of your life. You will experience increased personal freedom so start working on procrastination today.

Homework: Make a list of five top procrastinations. Work on one each week. Pick a new one when you have that one done.

Quotes:

“Procrastination is the thief of time. *Anon*

“And if not now, when?” *Talmud*

Resources:

Burka, Jane B., and Yuen, Lenora M. *Procrastination*. Reading: Addison-Wesley, 1983

Ellis, Albert, and Knaus, William J. *Overcoming Procrastination*. New York: Signet Books, 1977

Sharon Pahlka is a life coach specializing in helping those with chronic health challenges live well and meaningfully. For more information, visit her Web site: <http://www.lifeisagift.com>.