

## Tips for Overcoming Procrastination for the Chronically Disorganized Individual or Household

Chronically disorganized individuals often are challenged with procrastination. Procrastination is a habit and not a fatal flaw. Most of us do not welcome change easily but we will benefit greatly from becoming willing to develop new habits to overcome procrastination. Below are just a few ideas to help with this challenge.

1. Remember that it is motivation that gets you started and habits that keep you going. Resolve to get started.
2. Put your professional and personal goals in writing. Prioritize them.
3. Write out a plan for yourself and make a realistic schedule.
4. What is delayed is often forgotten.
5. Delay until you have enough information but not all the information. Have the courage to make decisions with less than 80% of the facts.
6. Break up your projects into small pieces and avoid "all or nothing" thinking.
7. Procrastination often comes from perfectionism. We often procrastinate because we are challenged with doing things perfectly. *"Perfection is the worst enemy of good enough."*

~ Anonymous