

## **ARE YOU A PROCRASTINATOR?**

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We all tend to procrastinate a bit here or there, to avoid doing the things we don't enjoy or feel like doing. .... but sometimes for too long and to our detriment. In fact, sometimes we avoid attending to things even though we know that this is likely to cause complications.

But we still do it.

We explain our avoidance in terms of "I can't decide, "I don't have enough time" and a host of other valid reasons. But we also know that if there is something that we really, really want to do, we usually make a plan.

There are times when deciding to have fun rather than do something dutiful is useful, especially when you need to take time out. But this is not avoidance if it is a conscious choice made for the right reason.

Rather I am referring to those times when we know we need to get something finished, get some document filled in, call a family member, etc ..... These are the times you know avoidance was in play because you end up having regrets or you find yourself saying "I knew I should have backed up my computer, contacted that person, updated my insurance ... " Or because you have a sense of something looming over you, something unfinished.

Maybe it is a good idea not to take the "unfinished collection" into the next month and the one after that. Many people prefer not to open the "To Do" file or the untidy cupboards and feel the panic or the heaviness of what is waiting. In fact, sometimes it is too overwhelming to know where to begin.

Well, I am asking you to take a look. To become clear about what has to be dealt with, finished up or discarded within the next 3 months. To clear space in your life. There is still plenty of time to do this.

So ask yourself some questions:-

1. Do I really need to hang onto all the old letters, cards etc from way back
2. Do I find it difficult to find what I am looking for? Are my important papers filed in a system someone else could make sense of or that I can make sense of if I need documents quickly?
3. Does my inbox in my email need to be organized with folders
4. Do I tend to make arrangements to go out or do something else whenever I plan to get down to clearing/organizing?
5. If I was moving house what would I keep and what would I let go of?
6. Is my insurance up to date and realistic?
7. Are there personal papers overdue to be submitted or attended to?
8. Is there anyone I keep telling myself to phone/contact and don't do it?
9. Do I need so many salad bowls?
10. Do I need all the clothes I have got?
11. Do I need all the books I have? Would they be better off being circulated and read?
12. Do I have a valid and up to date Will?
13. Does my car need a service?
14. Do I need to review my spending or do a personal budget?
15. Is my grocery cupboard full of things I will never use which I keep there simply because I bought them?
16. Am I holding onto resentments or grudges that have passed their time and serve no purpose?
17. Is there anything else in terms of material goods, relationships, habits, addictions, etc that I need to let go of?
18. Is there any unfinished business of any kind – emotionally, financially or in any other sphere that I need to work on and finish up with?
19. Am I hanging onto ANYTHING that holds me back or is detrimental to my life?

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Make a list and PRIORITIZE. What do I plan to do by the end of this month, next month and the last (third month). Start today. It's not difficult to open your wardrobe, file some papers or make that phone call. But create a system whereby you deal with the most important things first. Put some easy and quick things on that list to get them out of the way within a few days. Then start to put your list into action. Tick each thing as you go along and review your list, moving things if you are unrealistic in what you imagined you could achieve or adding things as they come to mind. Once you have your list – do not procrastinate on it. Just do it!