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## HOW TO PROCRASTINATE LESS AT WORK?

Benjamin Franklin once said, "Never leave something that you can do today" this is however not how things work in the contemporary world. It is a little bit different. Procrastinating to a certain degree is accepted but chronic procrastination is a hidden psychological disorder.

There are three criteria to it: a) your work might be counterproductive b) it might be needless c) delaying habit gets on you. This may result in stress, sense of a haunting guilt, societal disapproval loss of productivity in a job. Hence this has to be avoided in order to make your job fulfilling.

The word originates from the Latin word *procratinatus* where *pro* means 'forward' and *cratinatus* means 'of tomorrow'.

There are basically four ways out of this problem:

- 1) If there is anything that is nudging you at the back of your mind then let it out. It helps a lot. What is the use of keeping a work stored away for so long? Just do it and get done with it!
- 2) Keep yourself busy. That is the mantra. Do those things that you like to do. In that way at least you are ahead. At least some of your job is done. This might work as a motivation for you.
- 3) Plan ahead. Do it now!! If you don't have the time to do something because you have a previous appointment, then do it now! It will keep your mind off work when you are with your family or friends. You can give them the time that they deserve.

And also you won't have to compromise on your societal life. Plan out your whole week or if that is not possible plan out your whole day. This will help you to do all the tedious jobs in a very relaxed way and you won't really panic about work anymore!

- 4) Get rid of your guilty conscience. This might haunt you wherever you go. Don't think that you will not be able to do it. Always remember that you CAN!
- 5) Develop the NOW HABBIT! Do it now! This is the only cure for procrastination. You are the only one who can fulfill your dreams. Don't let negative thoughts and anxieties disturb you and make you indecisive about your path of success. And remember DO IT NOW!!

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