Procrastination

- Quotes
  - David Allen: It's not a natural act to think before it is necessary...
  - Meg: You don't have problems, you have projects...
  - David Allen: Pay attention to what has your attention...
  - Kelly: No is a complete sentence...
- Introduction
  - Wednesday 7/8/09
  - Kelly and Meg
- Why do we procrastinate?
  - 1 The outcome is not meaningful for you
    - Check out the horizons of focus
  - 2 Successful outcome is not identified
  - Next action is not THE next action
    - NA is the next physical step
    - At times, the NA list becomes a trigger list...
    - The thinking has not been done...
  - Bright, creative, and sensitive people...
- What is the negative impact of procrastinating?
  - Drag on the system
  - Negative thoughts
  - We go numb to our lists
  - Waiting for things to blow up instead of doing something about them when they show up
- Main Slide
  - Causes and Cures
    - Causes
      - Apathy
      - Too big or complex
      - Physical Discomfort
      - Anxiety
        - Feedback
        - Emotional Discomfort
          - Holding yourself to standards that are too high or unrealistic?
        - Don't over-think (easier said than done...)
        - Fear you'll lose control
    - Cures
      - Objectify
      - Review
      - Do it!
      - Feel OK about not doing it
      - Decide the next action
      - Focus on your desired outcome
        - What will done look like?
- How to walk yourself out of the procrastination?
  - How to address?
    - Do more in depth thinking to look into why you are procrastinating...
      - Do you have all the information?
      - Are you seeing success?
      - Is this a project, and not a next action?
      - Do you know what the next action is?
        - Make sure that you don't commit without having all the information
      - Try to be more in a reflective mode when you review your lists
      - Do you have the time to work on the NA?
      - Does the NA attract or repel you?
    - Positive outcome thinking
    - Weekly review
      - Have priorities shifted?
      - Rethink the commitment
      - Can it be delegated?
        - But delegate it clearly...
        - Communicate expectations
    - Ask others to review yor list