



THE PERFECTION PARADOX

Tips to Overcome Procrastination

- 1) Break your project up into smaller tasks – don't fret the details, just break it up into parts by what makes sense to you.
- 2) Organize the parts – list them in priority order based on your thoughts and feelings about them.
- 3) Now that the smaller tasks are prioritized you can give each one a deadline or time limit – a simple date or length of time is all you need.
- 4) Eliminate distractions – you need to be Perfectly Unhackable!
 - a. Turn off notifications
 - b. Silence electronics
 - c. Close the door / limit interactions
 - d. Manage your background noise
- 5) Take breaks (at least once an hour – unless you are in Flow!)
 - a. Go for a brief walk to get your blood pumping and take in some fresh air and sunshine
 - b. Do some mindfulness breathing or movement
 - c. Eat a healthy snack
- 6) Celebrate each accomplishment!