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Ranka Burzan

Feature Article:

Why Do People Procrastinate?

Recommendations

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To share our skills and knowledge through affordable workshops, coaching and hands on organizing/staging, assisting individuals and organizations to live and work in a more organized and stress free environment.

Ranka Burzan is the author of many articles published in the local newspapers. "Helpful Hints to Organize and Clean your Home," "Your Junk or Your Life," and "10 Tips to Organize your Child."

Why Do People Procrastinate?

Why Do People Procrastinate?

Procrastination is a very common hindrance to effective time management. It takes motivation and persistence to change, but you can do it. Every day we deal with different tasks, whether we are writing a paper, cleaning the house or paying our bills. We have different feelings toward different tasks, those we don't like, we avoid them.

What's Your Excuse?

Not long ago I could've written a book on procrastination. I used every excuse for not starting or completing the jobs. It didn't help that I was a perfectionist, waiting for the right time to start or finish. I wasted hours on the small details avoiding big projects because they required time and commitment. Here is the process that helped me.

Walk through your home or place of work and write down 101 project of everything that needs to be: Returned, changed, repaired, cleaned, tossed out and organized.

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The 101 List

This 101 list is not limited to a walk - through your house. I encourage you to think about other aspects of your life: Physical, mental, and spiritual health, friends and family. Write down anything that you have been meaning to do, "Someday."

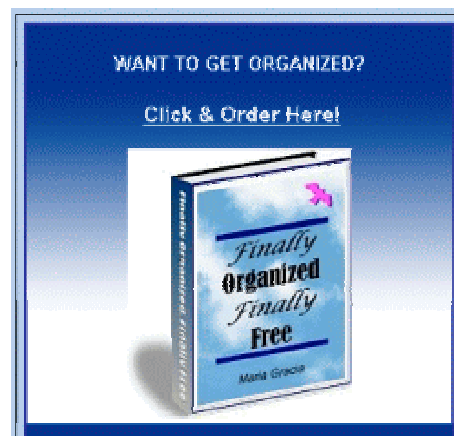
Every time you finish the smallest project, reward yourself.

I wish you the best of luck changing your habits into positive ones.

Ranka Burzan

Why Do People Procrastinate?

1. We don't have the right skills to do the project.
2. We don't have the right tools.
3. We underestimate or overestimate the time we need.
4. We feel overwhelmed with a big project.
5. We have unrealistic goals.
6. We are perfectionist and want to do the job the right way.
7. We have a fear of failing or responsibility.
8. We don't have enough information and preparation.
9. We never learned how to make decisions.
10. We are easily distracted by clutter, telephone or friends.
11. We have difficulty prioritizing our chores.
12. We can't say the word NO.



Tired of clutter all over your home or office? Is your To Do list a mile long? Do you struggle with procrastination? Would you like to better prioritize?

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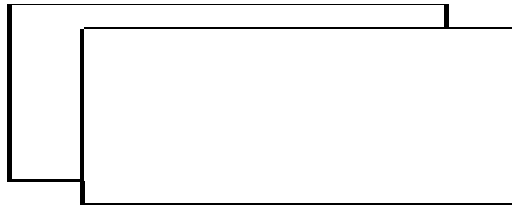
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