

LOREM IPSUM DOLOR

# 書名



Suspendisse Potenti

# How to stop procrastinating



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# Introduction

*"Tomorrow is often the busiest day of the week."*

**Spanish Proverb**

*"How soon 'not now' becomes 'never'."*

**Martin Luther**

*"A year from now you may wish you had started today."*

**Karen Lamb**

One of the most common problems is procrastination. We know what we want to do and should do. But still we end up spending hours upon hours doing "easier" work or escaping via TV, blogs or music.

So what can you do? Here are several timeless tips to help you to stop procrastinating and start living your life more fully.

## PROCRASTINATION



## PART 1-EAT AN ELEPHANT

### Lorem Ipsum

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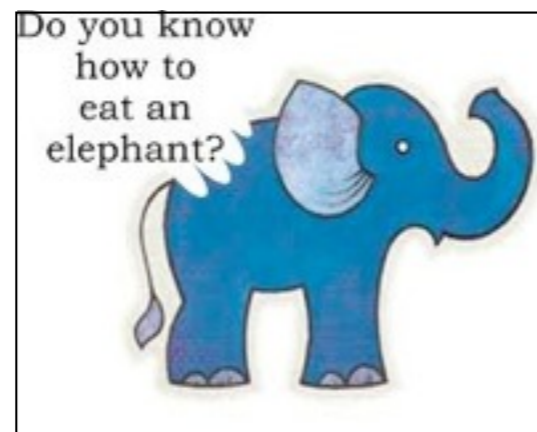
1. Do you have an elephant?
2. You know, that big task that you have not gotten around to?
3. The one that you are dreading...
4. The one that has been hanging around....
5. The one that is too obvious...
6. It's in the middle of the room and no one wants to talk about it.
7. What is your elephant?
8. And how are you going to deal with it?

*What big project have you been avoiding?*

*You know you need to do it.*

*But, it seems too big to start.*

*It could be a creative project.*



*Eat Your Elephant*

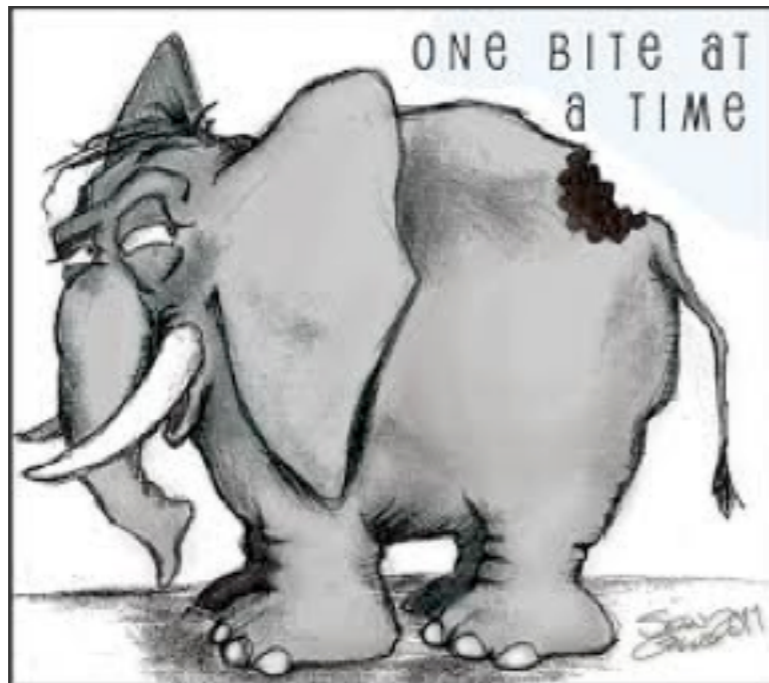
*You may say "uh....how do I eat an elephant? "*

*All of these are good projects for 10 minute attacks.*

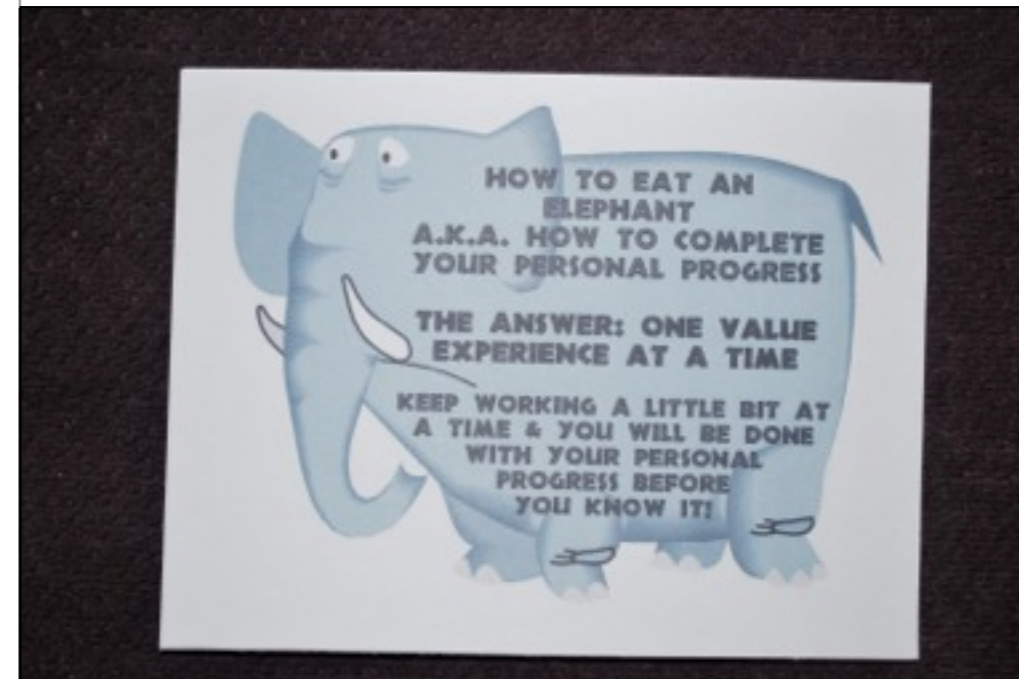


## Not So Big After All

When faced with a large task that seems overwhelming, sometimes it is best to start small.



Take smaller pieces... bit by bit... bite by bite.  
Soon, your elephant won't seem so big after all.



Don't think you have to do it all in one sitting.  
Take a big task and attack it for 10 minutes a day.  
What is your elephant? How do you deal with it?

## PART 2- GET THINGS DONE

### GET THINGS DONE



### 1.AVOID PERFECTIONISM 避免完美主義

#### Plan less, act more

Taking action is one of the best ways to keep your inner perfectionist at bay. If you have a simple planning session and then you take action as soon as you can, then you will truly rob yourself of the opportunity to take the perfectionist role.

Taking action allow you to break the endless cycle of planning. Planning is good, but only to a certain extent, you need to stay flexible and be able to change things around when you are working. The more flexible, the less planning, find your balance between both and don't forget, to take action as soon as you can.

#### Be willing to commit mistakes

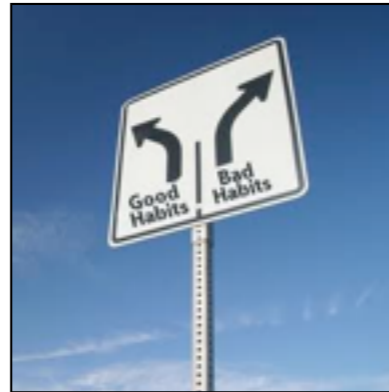
**The perfectionist is truly afraid of making mistakes, that's why he tries to get a flawless victory each time. Committing mistakes is normal, and it's part of the learning process.** Otherwise you will never try new things or grow as a person. Accept the idea that you can make mistakes and that being a perfectionist is the best way to never being an expert at anything.



## 2.UPDATE THE WAY YOU WORK 更改你的工作方式

### Create a new habit.

You may not want to do your work right now, but you can still be thinking about how to do it more quickly and efficiently. Avoid the temptation. don't do too much things in same time.



### Just get started.

Going from doing nothing to doing something is often the hardest part. Imagine how good you will feel when everything is off your mind. You can do the most enjoyable part to start.



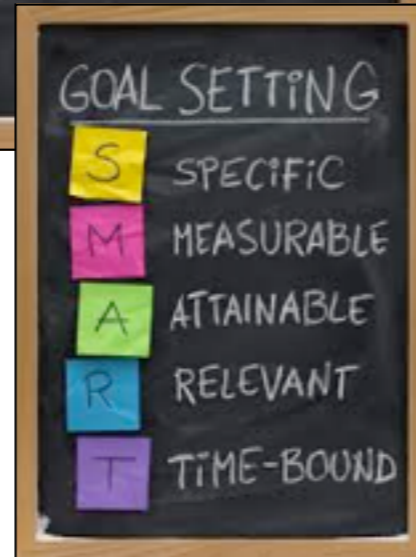
### 3. REALISTIC EXPECTATIONS 實際的期望

#### Examine the effect.

What lies ahead? Chances are, you will benefit from facing the task head on.



Set reasonable-goals.



#### Have a To-Do list,

if you're not sure what needs to be done, and when it needs to be done, you'll think that those things are not important. Plus, checking off things feels great!



#### 4.SET LIMITS 設立時限



##### Just a Few Minutes –

Go into the task with the expectation that stop after 10 mi  
Several hours of seem overwhelming,  
but only 10 minutes is much more doable.



#### 5.FOCUS 專注

##### Stay focused.

Say "no" to picking up the guitar, playing a DVD or texting your friends. Build confidence in your ability to make choices.



## 6.FINALLY

### Reward yourself along the way.

The reward that lies ahead may not be enough to motivate you now. [Reward yourself](#) with a break, a movie or some kind of treat as you progress.

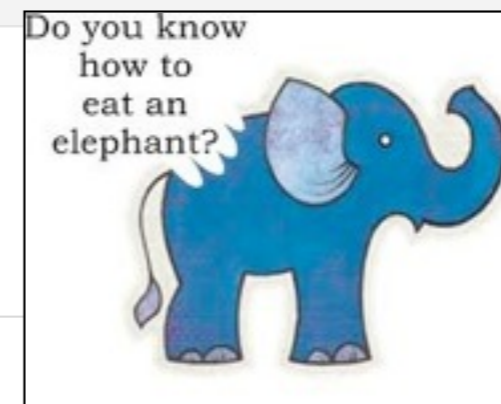


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## PART3-EXAM

Now after you have read this, it's time to beat your procrastination habits! Let's do it!

### Question 1



- A.** Start by breaking it down.  
Take just a small bite.
- B.** Eat a whole elephant in a one time
- C.** Don't eat an elephant
- D.** What's elephant?

核對答案



Question 2

What is **not** the method of avoiding perfectionism?



- A. Be willing to commit mistakes
- B. Taking actions
- C. Plan less, act more
- D. truly afraid of making mistakes

核對答案

Question 3

How to update your work?



- A. doing too much things in same time.
- B. Create a new habit and Just get started.
- C. Not want to do your work right now.
- D. Don't avoid the temptation.

核對答案