



Energizing and Growing Leaders Empowered Supernaturally

**The Assassin of Opportunity- Procrastination
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“Procrastination is the fertilizer that makes difficulties grow.” –unknown
“Procrastination is the thief of time.” –Ed Young
“Procrastination is opportunity’s natural assassin.” –Victor Kiam

Why is there Procrastination?

- A list of the most popular time wasters: (From the book, The Time Trap)
- | | |
|--|--|
| <input type="checkbox"/> Attempting too much at once | <input type="checkbox"/> Perfectionism- focusing on needless details |
| <input type="checkbox"/> Unrealistic time estimates | <input type="checkbox"/> Lack of organization |
| <input type="checkbox"/> Procrastinating | <input type="checkbox"/> Failure to write it down |
| <input type="checkbox"/> Lack of specific priorities | <input type="checkbox"/> Reluctance to get started |
| <input type="checkbox"/> Failure to listen well | <input type="checkbox"/> Absence of self-appointed deadlines |
| <input type="checkbox"/> Doing it myself-no delegation | <input type="checkbox"/> Unable to say “no” |

(Place a “P” by the things that are directly related to procrastination.)

A procrastinator puts off until tomorrow the things he has already put off until today.

1. _____
People who know a job has to be done and are sure they can do it, rarely procrastinate. When you **know**, you will **go**!
2. _____
This person’s creed: _____
3. _____
4. _____
5. _____
If you are a leader, you are always in a crisis. You are either in the middle of one, coming out of one, or going into one!

If you find a path with no problem, it is probably a path that doesn't lead anywhere!

6. _____
Planning is a major key to swift and decisive action. Individuals who don't plan properly or adequately tend to flounder, and floundering is a preface to procrastination.

7. _____
Procrastinate: "To put off doing a task **for no good reason.**"

The Problems of Procrastination

1. _____
"Don't put off tomorrow what you can do today, because if you enjoy it today, you can do it again."—James Michener

2. _____
If you want to make a job seem mighty hard, just keep putting it off.
Putting off _____ things makes it _____.
Putting off _____ things makes it _____.

3. _____

4. _____
"We are all fugitives, and the things we didn't do yesterday are the bloodhounds."
—Prism

5. _____
*Procrastination is my sin
It brings me naught but sorrow.
I know that I should stop it.
In fact, I will- Tomorrow!*

How to Stop Procrastination- NOW!

1. _____
2. _____
We will not do the most important, unless we know the most important.
Question to always ask: *"Is this essential to my success?"*

3. _____
Greatest management principle in the world: _____

4. _____
Use reminders to get you going and keep you on track.

5. _____
*“When you don’t want to do anything, one excuse is as good as another.
Almost all our faults are more pardonable than the methods we think up to hide
them.”* —La Rochefoucauld

6. _____
A good General tries to limit his fighting to one front.

7. _____
Confirmed procrastinators usually work in a feast or famine pattern.

8. _____
A place set aside for work will soon become a motivation for work.

9. _____

10. _____
“The art of being wise is to know what to overlook.”—William James

11. _____
Pointers on posting your progress:

- 1)
- 2)
- 3)

12. _____
The four “D’s” of handling paper:

- 1)
- 2)
- 3)
- 4)

13. _____

14. _____
It is not necessary to do insignificant tasks perfectly.
Efficient people get _____
Effective people get _____

15. _____
Think less about what has to be done and more about what will result when you
finish.

16. _____

“The biggest gap in the world is between ‘I should’ and ‘I did.’” -H. Jackson Brown