

ACTION PLAN

SOMETHING YOU CAN DO RIGHT NOW TO
BE MORE EFFECTIVE AT WORK.

How to Punch Through Procrastination

1. Face procrastination head-on. Ask yourself what's blocking you, what the real reason is for not getting started. Write it down or record it on cassette. This exercise may dislodge something and help you begin.

2. Choose to begin easily. Make a positive affirmation to yourself. Say "I choose to begin easily on this task." Making this formal choice has power and is often enough to get you started.

3. Employ the three-to-five method. Ask yourself, "What are three to five things I could do, not to tackle the project headlong, but just to dabble a bit?" Then initiate these "easy entry" activities. Often they're enough to get you started headlong on the project.

4. Ready or not. Sometimes the best way to get started is simply to plunge right in. Turn the PC on, rev up the calculator or open the report you've got to read.

5. Jump starting. Jump starting often enables you to capture your first and sometimes best thoughts. Suppose it's Friday afternoon. You have a project to start on Monday. You don't want to initiate the project now, but you want to be ready on Monday.

Using jump starting, you might preview any supporting items, jot down some notes, begin a rough outline, or undertake other supporting activities now, "while it doesn't count."

In that pre-initiation stage—Friday afternoon, before the project "starts"—your ideas and thoughts can flow freely. Then, by Monday, you're raring to go.

Advice from Jeff Davidson, *At Your Best* advisor and author of *Breathing Space*.

At Your BEST

on and off the job

Chris Hill, Executive Editor
Joanne Stock, Art Director
Felicia D. Knaer, Copy Editor
Doug Bruce, Readers' Service
Gerine Durdock,
Marketing Manager
Cindy Dries, Fulfillment Manager
Sandy Reiken, Publisher
Robert Teufel, President
Ardath Rodale, Chairman

Contributing Advisors

TIME MANAGEMENT Jeff Davidson, professional speaker, certified management consultant and author of *Breathing Space: Living and Working at a Comfortable Pace in a Speed-Up Society* and 17 other books.

SELF-ESTEEM Drs. Ron and Mary Hulnick, Ph.D., President and Academic Vice-President, University of Santa Monica, and psychologists on the Advisory Board of the National Council for Self-Esteem.

STRESS Dr. Paul Rosch, M.D., President of the American Institute of Stress.

FAMILY LIFE Dr. Brenda Wade, Ph.D., clinical psychologist and expert in family stress and communications

Contributors Sharon Stocker, Marian Wolbers, Janet Bregman-Taney

PURPOSE: To provide authoritative, useful, easy-to-understand information that will help our readers reduce stress, be more energetic and balance the demands of home and work. *At Your Best* (ISSN 1065-5190) is published monthly by Rodale Press, Inc. Copyright 1993 by Rodale Press, Inc. All rights reserved. GST # R122988611. Individual subscriptions \$19.95/year (\$28.50 in Canada). For information on bulk rate discounts, contact Cindy Dries, Rodale Press, 33 E. Niner St., Emmaus, PA 18098 (215-967-8440). *At Your Best* may not be reproduced in any form without the written permission of the publisher.

Thoughts for Living

"Wisdom is the reward you get for a lifetime of listening when you'd have preferred to talk."

—ANONYMOUS

"When I was born I was so surprised I didn't talk for a year and a half."

—GRACIE ALLEN, ONE OF THE MOST HYSTERICAL WOMEN WHO EVER LIVED

