

# 8 Tips for Beating Procrastination

## 1. **Do not read this article**

Here's why: research shows that people spend more time *preparing* to work than actually working! Say you want to write a novel: you've

- a. Attended a writer's workshop
- b. Read up on what makes a successful novel
- c. Joined an online writer's group such as e2
- d. Read samples of other people's work on similar topics to see what yours "should" be like
- e. Looked up writers' conferences in your area you might attend but probably won't
- f. Became so inspired from your research, you started planning your cover art
  - f.i. Looked up the cheapest cover designers

After all that labor, precisely 0% of your novel is complete. In that time, you could have busted out several chapters' worth of raw material instead.

## 2. **Take a walk through the woods.**

Before you set your mind to a task, you need to bring yourself into focus. Chances are you've been sitting at your laptop checking facebook every five minutes! You want to put that scattered batter of a brain to work!? Take a leisurely stroll to dust out those corners filled with images of your friend's friend's party you vicariously lived.

## 3. **And after that, make yourself a nice cup of tea.**

You know tea is loaded with antioxidants. And you know that to do anything of value you need 1000% of your daily recommended antioxidant intake. That's about seven cups of tea, but since we're saving time, limit yourself to just one steaming cup. You might want to try a tea labeled "relax" or "revitalize", depending on how you wish to drastically alter your bodily state for the next hour.

## 4. **Finish up a side project**

There are about ten things you started but haven't finished, just sitting there, eating away at the back of your mind. Reorganization that's been nagging you, photos you've been meaning to upload... and since last week your collection of indie music has gotten out of control *again!* Plow through one of these and you'll find a huge chunk of your brain ease up. Now you're ready to work!

## 5. **Clean your clutter**

But chances are your workspace is pretty messy! No one can work in a dirty space. Apply the principles of feng shui to your home office, bedroom, or kitchen to create a productivity haven. Go to IKEA if need be. It's a little out of the way, but a useful investment in the long run.

## 6. **Or, go to your local Barnes and Noble**

Often, surrounding yourself with like-minded people makes your productivity soar! After a solid hour of work, reward yourself with a magazine break or tasty soy-based drink.

## 7. **While you're there, use the chance to promote yourself**

Strike up a conversation with the people around you while you're on your break and tell them what you plan to work on! Garnering interest is key to your success, and who knows, maybe you'll get some useful tips or score a potential client/reader/follower.

8. **But now it's 10 PM, the store is closing, and you got 5% of your intended workload done**  
It may seem counterintuitive, but *resist* the urge to plow on into the wee hours of the morning. Science has proven that productivity automatically decreases by 60% after 10 PM. Instead of dragging your body through sludge, use this time to wind down and head to bed early. You'll get a head start on your work the next morning when you rise with the sun!