

PROBLEM SOLVING #101

1. Identify a problem

I have a problem of procrastinating in every task I'm supposed to do.

2. Walk the factory line

- Outcome : Procrastinating

Identify the individual elements

- Task is given.
- I accept it and evaluate its importance.
- Instead of diving in I find myself wandering in thoughts and eventually find myself within the comforts of just scrolling through the phone or browsing the internet.
- Take the decision that I'll do the task at a later stage i figure that I still have enough time.
- By the time I get myself to actually do the work there's too little time left.
- I do the task but I end up skipping some steps and not doing quality work on it.
- The quality of the finished product is far less than if i fully committed to do the task without wasting time.

The problem : I procrastinate and find myself wandering away from doing the work.

WHY?

When a task requires a lot of attention and effort I run away and go find a more comforting activity.

WHY?

Research shows that the human brain is wired to avoid discomfort and pursue pleasure. So when things get overwhelming ditching the stress of those feelings allows us to temporarily detach ourselves from the uncomfortable realities.

WHY?

Because most of my life I never had to do any difficult tasks I have always chosen comfort over hardship.

Create or update your strategy and tasks to solve the problem and get your outcomes.

- **Keep a to-do list.** This will prevent you from "conveniently" forgetting about those unpleasant or overwhelming tasks.
- **Prioritize your to-do list** using Eisenhower's Urgent/Important Principle. This will enable you to quickly identify the activities that you should focus on, as well as the ones you can ignore.
- **Become a master of scheduling and project planning.** If you have a big project or multiple projects on the go and

you don't know where to start, these tools can help you to plan your time effectively, and reduce your stress levels.

- Tackle the hardest tasks at your peak times.** Do you work better in the morning or the afternoon? Identify when you're most effective, and do the tasks that you find most difficult at these times.

- Set yourself time-bound goals.** Setting yourself specific deadlines to complete tasks will keep you on track to achieve your goals, and will mean that you have no time for procrastination!

- Use task- and time-management apps.** There are numerous apps designed to help you to be more organized, such as Trello and Toggl, for example.