

# Procrastination

Business



Procrastination refers to the act of postponing an activity that can be done at the moment. It affects a large number of people in our society.

These include parents, professionals, and students. In real life, humans procrastinate almost on a daily basis. As a result, this affects the timely completion of certain activities. Hence, reliable strategies need to be formulated with an aim of avoid procrastination. Some of the most reliable strategies include preparing a timetable of daily activities, setting reminders to meet schedules, and splitting large activities into smaller portions.

First, preparing a timetable of daily activities enables one to know in advance what will be done at stipulated times. The timetable acts as a virtual guide to ensure that no single activity is skipped. In normal life, we can plan the day's activities in our brain. However, when one activity takes up more time, it is common for an individual to postpone others. As a result, the postponed activity adds more workload on the next day.

Second, setting reminders to meet schedules is one of the most effective ways of avoiding procrastination. The only limitation to this method is need for one to have access to an electrical gadget that can be used to program daily activities. The reminder ensures that activities are started and completed at the time apportioned for them. Usually an alarm will ring to mark the end or beginning of a task. Finally, it is common to find people struggling to complete large activities in a single stride.

This usually results in the person becoming tired and losing interest in the activity. To avoid this, the large activity should be broken down into smaller chunks that are manageable. This way it will be possible to complete each

smaller chunk in a stipulated period. In the end, if all these aspects are taken into consideration, procrastination will be successfully reduced to a desired minimum.