

# 3 Ways to Prevent Procrastination



by Cheri Gregory

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## Procrastination Prevention #1:

Set a waiting time -- a "cooling off" period, if you will -- between receiving an invitation to make a new commitment and responding to that invitation.

24 hours is good; 48 hours is better.

During this time:

- Take the opportunity before God and pray for guidance.
- Check for balance on our calendars.
- Seek counsel from family members who will be effected.
- Examine motives.
- Evaluate whether it's even a good match.



Turn down any commitment for which your "yes" will not be a whole-hearted "YES!" (Matthew 5:37a) It's the dishonest "yes" I say when I fear saying an honest "no" that all-too-often drags me down the path of procrastination in the first place!

## Procrastination Prevention #2:

Ask yourself these **six** questions:

1) **WHY** am I doing this now?

This is a simple **motivation** question. Often, the answer is quite surface.

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## 2) Why **AM** I doing this now?

This is a much deeper purpose question. Typically, the answer takes some digging.

## 3) Why am **I** doing this now?

This is an identity question. Is this something only **I** can do? Or am I doing it because I have a need to meddle? A need to be needed? A need to avoid some other task?

## 4) Why am I **DOING** this now?

This is a process question. Is **doing** the right step for this project right now?

Or should I be researching? Analyzing? Reflecting? Conferencing? Seeking counsel? Praying? Waiting? Backing away?

## 5) Why am I doing **THIS** now?

This is an priority question. Of all the things I could be doing, is **this** the best use of my time and energy?

## 6) Why am I doing this **NOW**?

This is a timing question. Is **now** the best time for me to focus on "**this**" or could/should it wait?

## Procrastination Prevention #3:

Ask a trusted Analytic to engage in "[black hat thinking](#)" (critical reflection about potential problems, obstacles, and worst case scenarios).

This prevents me from saying a hurried, overly-optimistic "yes" which I will later regret...and try to back out of. (My blog post "[When a Leader Says 'Yes'](#)" goes into more detail on this.)

In fact, going through all "[six thinking hats](#)" can be an excellent way to make sure I've thought through, and am fully on board with, the key aspects of a potential commitment before saying "yes."

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