



# How to Stop Procrastinating



1

Maintain a daily routine: a time to work, and a time to play



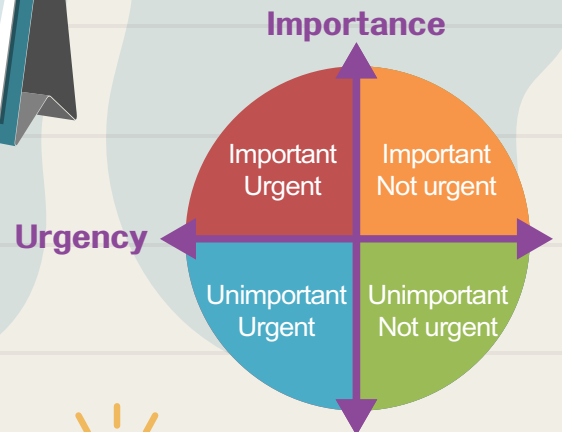
2

Prepare in advance



3

Prioritise the things to do according to the degree of "importance" and "urgency", and then complete them one by one



4

Break overwhelming tasks into smaller, manageable parts and then complete them one by one



5

Use self-talk to imagine the benefits and satisfaction of getting things done to drive yourself into action



6

Try to strive for "good enough" rather than perfection. Remember: "Done is better than perfect"

