

# Avoid Putting Off Work



**YOUR WORK SEEMS** to keep piling up and you wonder why it doesn't get done. You've been putting off easy but not-so-interesting tasks for later.

Moresha Benjamin lists a few 'practical' work and time management mantras which could help overcome procrastination on the job.

## 1 Get Clarity on the Role

What is it that you actually have to do? The number one requirement for time well-spent at work is clearly defined roles, goals and objectives. "Once you're clear about what to do, you cut out much confusion and uncertainty about what you should be doing," says Meenakshi Roy, senior VP, HR, Reliance Broadcast Network. "One must first prepare an exhaustive list of all the tasks and activities to be completed. The list may then be re-structured on the basis of the urgency and importance of the tasks," says Sudakshina Bhattacharya, Head HR, IL&FS Financial Services.

## 2 Get Organised

Each day, new work comes in. You walk into your office only to be greeted by mounds of pending and new tasks. Before you even get started, you're already overwhelmed. Get organised so that you have a clear mind to get it done. Creating a priority list every morning will be a good source of motivation and help keep essential and urgent tasks at the top. As you keep striking out the completed tasks you feel lighter, which in itself, is a great feeling.

## 3 Take Action

"A wrong decision is better than no decision," says Ronesh Puri, MD, Executive Access, an executive search firm. Keep up the momentum by doing a bit each day until the task is completed. Instead of looking at the project as one huge job, break it up into smaller tasks and set deadlines for each. This way even when you're working on a project alone, you have goals to work toward. Monitor your progress on a weekly or monthly basis, and reward yourself every time you complete a task on schedule.

## 4 Boring Tasks First

Some tasks on your priority list will probably be hard, boring and unpleasant. It is also likely to be the one thing that makes the biggest difference to the effectiveness of your workday. "Tackle it first and get it out of the way so you avoid thinking all day about having to do it," adds Roy. Boring tasks make you look out for more challenging ones but don't get stuck with the former. It will only undermine your potential.

## 5 Get Creative

"To break the procrastination habit, get creative. Think of ideas on how to get the work done differently, rather than thinking of reasons not to do it or putting it off for another time," says Rahul Kulkarni, HR head at Kale consultants.

One or two of these steps will impact your efficiency and effectiveness on their own. Put them all together though, and you'll realise you can overcome procrastination on pretty much anything.