

Un-Procrastinating by Leo Babauta



Interested in improving your efficiency at school?

Interested in being more productive in order to free up your time to do other things?

Identify the most important thing you have to do today.

Decide to do just the first little part of it — just the first minute, or even 30 seconds of it. “I’m going to just start it – but I may not finish it today.”

Clear away distractions. Turn everything off. Close all unnecessary programs. Close your door if you need to. There should just be you, and your task.

Sit there, and focus on getting started. One goal – get moving on it.

Pay attention to your mind, as it starts to have urges to switch to another task. You will have urges to check email or your favorite website. You will want to make a call or do another task. Notice these urges.

But don’t move. Notice the urges, but sit still, and let them pass. Urges build up in intensity, then pass, like a wave. Let each one pass.

Notice your mind trying to justify putting off the task. Also let these self-rationalizing thoughts pass. Be easy on yourself as you practice out-waiting urges - beating yourself up over not doing a good job makes it worse.

Now just take one small action to get started. As tiny a step as possible.

Get started, and the rest will flow

Adapted from <http://zenhabits.net/un-procrastinate/>