

DR SYLVAN LIGHTBOURNE

CAUTION

**ELIMINATE
DOUBT...LOCK
IT OUT**

**SABOTAGING
YOUR
TOMORROW**

TRY IT NOW

**DON'T
LOSE
YOURSELF**

NOTES TO PIN!

01

First Understand Procrastination Makes You Work Slower

02

Understand Procrastination Can Also Make You Work Harder

03

Stop Doubting Your Abilities

04

It Starts With You " Taking Care Of Yourself Is Key To Doing Your Best Work

05

Reward Yourself When a Project is Completed

Disc

This document has been written for information purposes only. Every effort has been made to make this document as complete and accurate as possible. However, there may be mistakes in typography or content. Also, this document provides information only up to the publishing date. Therefore, this document should be used as a guide - not as the ultimate source. The purpose of this document is to educate. The author and the publisher do not warrant that the information contained in this document is fully complete and shall not be responsible for any errors or omissions. The author and publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by this document.

PROCASTINATION

In any occupation, there are elements that are not as "fun" as other elements of that occupation. As a result, many people will often procrastinate and slow themselves down in an effort to "avoid" those boring or tedious elements that they don't like doing as much as the fun aspects of their job or occupation.

In truth, those efforts to procrastinate, make excuses, and just avoid certain aspects of an occupation or task just lead to people taking longer to complete work they could do much quicker, leading to them getting less done than they could within a set amount of time.

Additionally, it forces them to work harder, take more time away from other activities they'd rather be doing, and can lead them to doing poorer-quality work because they have to work faster to make up for the time they lost by procrastinating and making excuses. Due to the fact they are working faster, they're more prone to making mistakes and not thinking clearly when doing important tasks.

Procrastination is just one excuse people make when they want to avoid a more unpleasant part of their occupation or a project or task they are not particularly fond of doing. However, procrastination isn't the only challenge people face when people try to get high-quality work completed in a set period of time.



CONT'D



Often, people will question if they can work fast and still deliver high-quality work. They will often doubt themselves over whether they are doing something properly or if it's what their target market, boss, or customer is looking for in the completed work. As a result, they slow down and take longer to complete the work when it's usually not necessary.

Time management is key for everyone, but especially for entrepreneurs who are their own bosses. Entrepreneurs must motivate themselves to stay on or ahead of schedule; there is no boss who will get on them to stay on or ahead of schedule.

If an entrepreneur falls behind an intended schedule, only he/she can motivate himself/herself to pick up the pace and get back on track. He/She won't lose his/her job, but also won't get as much to any profit because he/she is failing to do the work expected of him/her in a set period of time.



Entrepreneurs in particular have to learn to not let distractions take away from their focus when doing work for clients and/or for their businesses. Time is the one commodity you cannot get back, and each distraction that takes work time away from the entrepreneur costs him/her money, reputation, and time doing other things, both within the business and away from the business.

CONT'D

Some distractions are the type that can be controlled by the entrepreneur, such as being logged into his/her social media accounts. Other distractions are the type that can't be easily controlled by the entrepreneur, such as kids running around the house, etc. Both types need to be managed if an entrepreneur is going to overcome the excuse of not getting as much done as he/she can within a specific period of time.

Another important aspect of time management entrepreneurs must learn is being efficient in their work time so that they can take breaks, enjoy themselves, and not burn themselves out trying to complete projects and other tasks necessary to have a thriving business.



Oftentimes, entrepreneurs will want to work every waking minute of every waking hour, sacrificing their health, well-being, and social life just to improve their businesses. Yet, taking this approach can actually hinder an entrepreneur from improving his/her business. Therefore, dealing with procrastination, self-doubt, and distractions is key to overcoming excuses and getting the most high-quality work done in the least amount of time possible.





THANK

YOU!