

## BEATING PROCRASTINATION

*When you avoid doing something, commit to yourself on When, Where, and How you will get it done.*

Example:

What	<i>Tell Liza that she must clean up after herself when she uses the tea kitchen.</i>
When	<i>Tomorrow morning, immediately after the project meeting</i>
Where	<i>I will go immediately to Liza's office and have that conversation.</i>
How	<i>Hi Liza, just to let you know, when you use the tea kitchen, then you must clean up after yourself. You may not be aware of it, but we don't have cleaning staff during work hours, so it's our own responsibility to keep the tea kitchen clean during the day. So, when you don't clean up after yourself, you leave it for one of us to clean up on your behalf.</i>

What <i>Your goal</i>	
When <i>Date, time, ...</i>	
Where <i>Place, situation, ...</i>	
How <i>What exactly you will do and/or say</i>	

*Once you have decided on "when, where, and how," play it out in your mind visualizing how it will go. The better you imagine and visualize the whole situation in advance, the better the method works.*