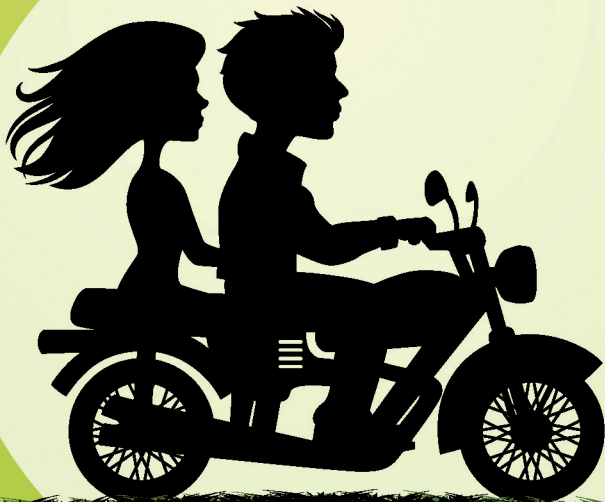


The Guidebook to **HAPPINESS**

BONUS Chapter 22:
How to 'unfriend' Mr Procrastination



Carl Massy

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CHAPTER 22:

How to 'unfriend' Mr Procrastination

How about this five-syllable word that goes by the name of 'PRO-CRAS-TIN-A-TION'? It strikes fear into the strongest of souls and causes many people to live a life a lot less than they are capable of. Many people also mistakenly think that procrastination is something that is real, that it has a postal address and a tax file number and has a horrible habit of creeping up on us when we are not paying full attention. It is forever ready to pounce on us and infect us with its evilness and stop us from fully expressing our uniqueness and potential. It also stops us from making the \$1,000's of dollars of extra income and having that around-the-world vacation we always dreamed of. Damn that Procrastination dude (or lady). They are really messing up our lives. Or so we have lead ourselves to believe...

I would like to raise a small point here. For those of you unfamiliar with Facebook (which is likely to be less than 7 people on the planet), the term 'unfriending' is when you decide that you no longer want to be friends with someone on Facebook so you click the button, which says 'Unfriend' and the person can no longer see your information. You have effectively turned your back on them. Ok, now that we have cleared that up, let's get back to the infamous Mr P for short.

I hate to be the bearer of bad news at this stage of your life, but Mr Procrastination does not have a tax file number or a postal address. In fact there is no such person, entity, apparition, ghost, spirit, or something I have not thought of, known as 'procrastination'. Procrastination is not something

that 'is' it is something that we 'do'. The cool thing about us doing things is that we can also not do those things. If we have a 'habit' (*my simplified definition of a habit is a behavioural or thought strategy we have performed so many times that it becomes an unconscious act and has its own super highway neural pathway in our subconscious mind and chemical process in our bodies, that fires off when the trigger that precedes the habit occurs*); by consciously directing our behaviour, with a new thought and accompanying feelings, we can actually perform a new habit. And if we do the new thought and feeling habit enough, then we create a new super-highway neural pathway in our mind that fires off when the trigger occurs and a new chemical reaction in our bodies. Make sense?

In a word or two. To remove procrastination it would be in your very best interests to form a new EMPOWERING habit. For me there are no good or bad habits. There are just EMPOWERING habits and DISEMPOWERING habits. We want to tick the EMPOWERING habit box.

The new habit I am suggesting you befriend...drum roll please...PRI-OR-IT-IZ-A-TION. An extra syllable and that is going to make all the difference, to your life, to your happiness and to the death of the idea of procrastination. We will get you to a stage where you will be saying "procrastination who?" Yeah! Gone baby! Take that!

The new habit, which I believe is the antithesis of procrastination, is Prioritization. I personally do not believe that people have this procrastination thing going on; I believe that in most cases they have impotent Goals (ones that are not about creating new results and are uninspiring) and unclear priorities about what to do in any given moment. Since you already know about the importance of Goals and know that they are a key piece to your on-going happiness, then the idea of prioritization will tie in very nicely in with your Goals. If you have no clear goals, then you are not going to know what is most important for you in any given moment. Therefore, we have a simple process or strategy to remove procrastination from your mental dictionary:

1. Work out what your most important and emotionally inspiring goal in life is. Having inspiring goals is essential to overcoming procrastination.
2. Determine all the actions or tasks you need to undertake in order to make this goal a reality.
3. Decide what the most important tasks are. What I call the 'MUSTs'. They are the 20% of tasks that will give you 80% of the results. All tasks are not created equal.
4. Decide what priority order these MUSTs are best completed in.
5. Start with the number one priority. Once you finish that, start on the number 2 priority and so on, until you finish. This can be over a day, or weeks and months.

This is a sure-fire way to avoid procrastination in your life. Have emotionally compelling goals. Check in on them every day. Decide what is most important to do today and then do it. Just a side note on today – it is all you have. You no longer have yesterday and do not own tomorrow yet. One of the key things that separate the successful from the unsuccessful in life is that the successful spend their time focusing their energy and attention on the stuff that really matters. They don't do a 7th priority task before they do a 1st priority task. In fact, if you commit to doing this strategy and do it on a consistent basis (I recommend daily), you cannot help but achieve your Goals.

Summary

1. Procrastination takes up residence where there is an absence of inspiring Goals in your life. That is, Goals that do not emotionally engage you. Emotions precede action.
2. Once you are clear about your Goals it is important to regularly and consistently determine what your priority tasks are that will help you achieve your Goals.
3. Once you know your priorities it is in your very best interests (and in the interests of your on-going happiness) that you work on the highest priority

tasks first.

4. Prioritize consistently – I recommend 'Daily' because the sum of our days is equal to the sum of our lives. Lots of successful days equal a successful life.
 5. As an additional point: Leo Babauta, who is an author and writes the very popular blog *Zen Habits*, talks about having 3 'Most Important Tasks' (MIT's) each day. I think it is a great number to start with – not too much and not too little. I have my Top 3 MIT's for the day and then a list of 'Extras' that are extra tasks I will do if I complete my Top 3 and have time to spare. This is in line with the idea of persistently and consistently doing the little tasks every day to take you to the fulfilment of your Goals.
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Happiness Strategies

1. Get crystal clear about your Goals. If you are having challenges defining and producing your Goals I highly recommend the WorldsBIGGESTGym™ Becoming an ELITE Goal Setter Course. It obviously goes into a lot more detail than we can cover here on Goals.
2. Brainstorm and then write down 5-10 actions you can need to take which will take you closer to achieving your Goal. The best way to come up with these tasks is to break the bigger tasks down into bite-sized pieces that would individually take about 30 minutes to 2 hours to complete.
3. Select the Top 3 and list them in priority order from. Put any additional tasks on an Extras List.

Work on the Priority 1 task, then once you have completed that, do the Priority 2 task. Once you have completed that finish the Priority 3 task. Either celebrate their completion after each one or after you have completed the Top 3. Once you have completed the Top 3, take a walk. Have a stretch. Congratulate

yourself for a great job. Then if you have time to spare, start doing the tasks in the Extras. This will have you feeling like you are breaking world records! The more juiced up you are – the more juice you have to get done what you need to