

# How to overcome Procrastination?

Do you often leave your tasks till the last minute and then panic when you find you do not have sufficient time?

Do you often deal with low-priority jobs because they are interesting and postpone high priority jobs because they are not interesting?

خانہ کعبہ دنیا کی قدیم ترین عبادت گاہوں میں سے ایک ہے۔ یہاں خدائے واحد کی عبادت کا سلسلہ پچھلے چار ہزار برس سے مسلسل جاری ہے۔ اس مقدس مقام کا سفرنامہ [پڑھنے کے لئے یہاں کلک کیجیے۔](#)

Do you often postpone doing things because you are afraid that you may not produce the highest quality?

You need to overcome this number one killer disease to success-procrastination. But how to? Here are 7 proven methods to overcome this deadly habit.

1. Break the task into manageable chunks and start with the first chunk.
2. Do the unpleasant task first so that the pleasant task gets completed without any difficulty.
3. Outsource it, if you can afford it.
4. Think of the benefits you will enjoy when you have completed it.
5. Think of the consequences you will face if it is not completed.
6. Discover where you drain your precious time and plug the holes so that you have the time for important tasks.
7. Reward yourself once you have completed the task.

*When one's intelligence, mind, faith and refuge are all fixed in the Supreme, then one becomes fully cleansed of misgivings through complete knowledge and thus proceeds straight on the path of liberation. Bhagvad Gita*

(Author: Prof. Pon Elango, Courtesy: [www.inneruniverse.com](http://www.inneruniverse.com))

Prophet Muhammad صلی اللہ علیہ وآلہ وسلم sought refuge of the Almighty Allah from the laziness and procrastination. It means that this attitude can affect badly our real life i.e. hereafter.  
*Mubashir Nazir*

Feel free to share your remarks by sending an email at [mubashirnazir100@gmail.com](mailto:mubashirnazir100@gmail.com).

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## **Think about it!**

- Have to ever face procrastination? If yes, what method you adopted to get rid of it.
- Procrastination can affect badly our real life i.e. the hereafter. Comment on this statement.

Please send your answers through email to post your comments on this web page.