

DON'T READ THIS TODAY

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Mark Twain said “20 years from now, you will be disappointed by things that you didn't do than by the things that you did do”, and you know that he is right on the money. Procrastination is the killer of opportunities, the thief of time, and occupies our minds without paying rent. Often we are in a constant state of denial and blame everyone and everything else but ourselves for procrastination and the clutter in our lives. I guess it's only human! The first step to end procrastination so that you may enjoy so many meaningful and interesting things in your life is to eliminate clutter. I know that with myself, when I procrastinate long enough, I spend more time wading through junk, and thinking or worrying about the job, or project than I would have spent in actually doing it. You know what I mean because you've wasted time like I have but just didn't think about it at the time it was happening. But now, you stop kidding yourself, and absolutely think about the time you waste worrying during your period of procrastination

Here's a script I use with procrastinators. Start with the 'usual suspects' of induction, deepening, safe place and then continue: I would like you to imagine right now that you are a new you as every change that we make in life starts right now otherwise it may never start. Imagine the new you looking at each day as a day for partial accomplishment of 'things to do', so that all of these partial accomplishments produce the complete result that you desire. Yes, you know what we're doing, we're taking small bites as they are easier to digest. Imagine yourself in the morning at home when you arise just taking 2 minutes to look around at the clutter or disorganization, looking at bills to pay, checks to write, phone calls to return or to make, and then writing down very small things that you are doing to alleviate the clutter and disorganization. Just small chunks of what must ultimately be done is sufficient. Imagine yourself just organizing the tiniest of areas a little bit at a time, and doing your necessary 'paperwork', making a phone call or two, maybe even just for 5 or 10 minutes. Set up a picture in your mind of how your home area looks when it is de-cluttered and organized, and how the bills look now that they have been paid. How good is it to return phone calls? It looks and feels good doesn't it? Well now, this image is a magnet that will

draw you to the tasks of organizing little by little each day until your home area is completely organized, and you are up-to-date with your 'paperwork'. Every time you imagine your home area being uncluttered and organized, with many little tasks having been accomplished, you have the desire and energy and frame of mind to accomplish a bit towards it. You automatically make a little bit of time to organize and do your 'paperwork', pay your bills, make phone calls, and have patience for the time and days that it takes to completely organize your home area and do your paperwork in a timely fashion. The days of little organizing episodes will pass quickly as you will do them with ease in time segments that you set as being so very comfortable for you. Isn't that great? You set your own comfort level. With your home area de-cluttered and everything organized, you move around quicker and with more ease, for you refuse to waste time thinking about de-cluttering, organizing, or un-retuned phone calls, and doing your 'paperwork' because they have been accomplished. You have now given yourself more time to do other things and to relax with more ease. See yourself smiling in your uncluttered, organized home area, with all 'paperwork' and other tasks completed in a timely fashion. See yourself relaxing. See yourself just stretching out and thinking properly because organization is catching and you are also organizing your thoughts, and focusing on the matters that mean something to you. Look at your joy at finally straightening out your home area. Bask in this joy. Feel great about this. Feel great. You are great.

Now, repeat this same procedure at work, and add to this the fact that you are on time for work. Being on time makes you feel good, without rushing, without stress. It just takes a matter of a few minutes to succeed. Look at your work area and what you want to file and de-clutter so that you free-up your thoughts for other endeavors. You free up your thoughts and this feels good. You write a plan of attack....a simple plan which focus on the highlights of required or desired work. Write a list of everything that you want to do besides de-cluttering. You have so much to accomplish in life. Remember, just see your work space uncluttered and this image is a magnet that will draw you to the tasks of cleaning little by little each day until your work area is completely de-cluttered and organized. Every time you imagine your area being uncluttered and organized, you have the desire and energy and frame of mind to

accomplish a bit towards it. You automatically make a little bit of time to de-clutter and organize, and have patience for the time and days that it takes to completely de-clutter and organize your work area and work requirements. And so also do you make a few minutes extra in the morning to be on time for work. This is one stressful burden that you have eliminated. You move with ease in your work area and free up your thoughts and time and this feels good, so good. This really makes you feel better working, and permits you to see your work schedule and work hours more clearly. You see, that when you organize all aspects of your life they interact with each other, and you set yourself free....free to do many other things that you want to do....free to create.....free to plan your future....free to set short term and long term goals....free to enjoy life.

And now, I want to give you a trigger which is your 'call to action, which stimulates you to act now. Imagine a ship in port with its giant anchor dangling in the water keeping that ship stationary with not much movement. The ship's paint is peeling and it appears that no one is at the helm. It's just there taking each day as it comes, wanting to move at a good pace but just not be able to do so for so many reasons, which almost make the ship feel like its in a state of denial. Then someone goes to the bridge and takes the wheel to ride out of port into the ocean. The ship begins to move at a very slow pace for the anchor of procrastination, clutter and disorganization is dragging in the water really holding it back from its desired journey. The ship has all of the qualities of speed, abilities and endurance but all of the stuff that has forged that giant anchor is really holding it back. Then, the new captain of the ship, the new you takes the helm and assembles all of the seamen. You have the ship pulled back into port to change the way of life of the ship. You promise that you, the new captain shall be in command. It feels so good to be the new you. You demand that they become tidy, that they chip away the peeled paint, and put a new coat of paint on the ship. They are polishing all of the brass and scrubbing the decks and vacuuming the rugs. The ship is beginning to look trim as they are doing everything on schedule meeting the time schemes and getting all of the equipment in order. The ship now looks so sleek and trim and the anchor is hoisted and is out of the water in its proper slot. At the dock, you throw the customary bottle of champagne against the ship to tell the world that your ship is ready for its great

voyages. Everything is running smoothly and the ship breathes a sigh of relief as it sails out of the harbor in all of its glory. The people on shore and in other ships are clapping and admire the new ship, the new you. Every time you imagine the new ship, you begin to act. You begin to create your future by working on the present. You have broken the chains that have bound you to procrastination. You are free. You have taken back control over your life. You have taken back your power. You have the power. You are the power. You truly are the Master of your fate, the Captain of your own ship. Steer your ship straight. Enjoy life.