

How to manipulate procrastination like a pro

There are two types of procrastination, a chronic and an acute one. **Chronic procrastination** has a deep, strong and permanent psychological cause that may not be so easily eliminated. It can be done, but it takes patience and hard work.

On the other hand, **acute procrastination** can be caused even by small mood or energy swings throughout the day or other small psychological reasons that aren't a steady natural part of your psyche (*you have a bad day, for example*).

There are many tricks and tactics for dealing with both types of procrastination. You can find them listed in the table below.

Overcoming acute procrastination	
General advice	<ul style="list-style-type: none"> - Try to force yourself to make the first step - Use timeboxing - Don't fight it, do other important things instead
Temporary low levels of energy	<ul style="list-style-type: none"> - Take a walk - Take a nap - Wait for daily peak productivity time - Come back to work when refilled
Overworked or burned-out	<ul style="list-style-type: none"> - Take a few days off - Increase your margin (just delete some tasks) - Sharpen the saw
Being in irritated emotional state	<ul style="list-style-type: none"> - Accept it - Talk to people - Listen to music - Come back to work when you calm down
You think the task is not your work	<ul style="list-style-type: none"> - Learn something new - Focus on the positive things you can get out of it - Just do it
People you don't like are involved	<ul style="list-style-type: none"> - Analyze why you hate them - Learn something new - Focus on the positive things you can get out of it - Just do it
It's a type of a task you just don't like	<ul style="list-style-type: none"> - Delegate - Outsource - Automate - Group activities - Just do it and get it over with

Overcoming chronic procrastination	
Lack of assertiveness	<ul style="list-style-type: none"> - Learn to become a healthy assertive person - Analyze where and why you act strong and where and why weak - Disconnect failure from self-worth - Fail more - See yourself as a successful person - Visualize
Big goals and high expectations	<ul style="list-style-type: none"> - Have big dreams, but start small - Slice and dice - Trust the process - Focus on the small things you can do every day - The search mode
Laziness	<ul style="list-style-type: none"> - Make an identity shift - Support the shift with small actions - Taste the rewards you get with the effort
Unhealthy lifestyle	<ul style="list-style-type: none"> - Get enough sleep - Eat green veggies - Move - Drink enough water - Avoid any addictions
A lack of skills or fake passion	<ul style="list-style-type: none"> - Be in the learning, not the panic zone - Slice and dice - Go for the early wins - Have a big vision and a powerful why - Follow your effort
Perfectionism and other cognitive distortions	<ul style="list-style-type: none"> - Emotional accounting
Perfectionism + something new	<ul style="list-style-type: none"> - The search mode - The execution mode