



June 2024: Beating Procrastination



“Never put off till tomorrow what may be done the day after tomorrow just as well.” – Mark Twain

Welcome to the June 2024 edition of ***TotalWellbeing***, your guide to the ***8 dimensions of wellbeing***. Overcoming procrastination and developing your self-motivation skills will be the name of the game this month. Beating procrastination starts with understanding its root causes and applying practical strategies. Procrastination often stems from fear of failure, feeling overwhelmed, or lack of interest. Counteract this by breaking tasks into smaller steps, setting specific goals, and establishing timelines. Eliminating distractions and creating a conducive work environment can enhance focus. Rewarding yourself for small achievements builds positive momentum and gradually reduces procrastination.

Enhancing motivation involves tapping into intrinsic and extrinsic factors that drive you toward your goals. Intrinsic motivation comes from personal satisfaction and genuine interest in a task, while extrinsic motivation relies on external rewards. To boost intrinsic motivation, align tasks with your passions and values. Practice self-compassion and celebrate progress, no matter how small. For extrinsic motivation, set up a reward system for completing tasks, such as breaks, treats, or favorite activities. Combining these approaches cultivates a sustainable, motivating environment that supports overall wellbeing.

Remember! As part of MINES EAP resources, you can access a broad range of support services to help you and your household members beat

This Month's Focus

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procrastination. These include free and confidential counseling, personal development workshops, and professional wellness coaching all designed to get you past the finish line! We're here to provide you with the support and assistance you need. Call or [log in](#) today for more details today.

To your total wellbeing,
The MINES Team

Keys to Overcoming Procrastination

It's 5 p.m. and everyone's leaving work—except you, because you still have to do the weekly sales report. You knew the deadline but waited too long to get started. Why do you put off doing things until the last minute?

"Many people don't realize procrastination is an automatic habit pattern they use to avoid tension," says William Knaus, Ed.D., a psychologist and author of "The Procrastination Workbook." "It's kicked off by some form of discomfort, such as feeling uncertain or insecure about something. These habit patterns are the barriers to overcoming procrastination."

Dr. Knaus divides these patterns into the following three diversions.

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Staying Focused on Your Work

Procrastination is a part of life. Sometimes it's just easier to put your responsibilities aside when you feel overwhelmed, overworked, or distracted by more relaxing or recreational pursuits. However, when you postpone too many projects, your life can feel disorganized and out of control. Here are some tips to avoid procrastination as you learn to focus on the tasks at hand.

- Make a list of everything you've pushed aside.
- Make a note of why you postponed the task and what you'll need to do to correct the situation.
- Organize your list based on the priority of each item.

Now that you know what you need to do, it's time to act!

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If you or a member of your household needs assistance or guidance on any of these wellbeing topics, please call MINES & Associates, your EAP, today for free, confidential, 24/7 assistance at 800.873.7138.

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