

Member Monday Feb 7, 2022

Pro-Active Procrastination



A NEW Definition



If you google
proactive procrastination
you get this:

The act of engaging in a
useful and beneficial task
***when you are supposed to be doing
something more important.***

Example: Bob is always in a state of
proactive procrastination. Instead of
doing his homework, he does
his laundry and cleans his room.





Bummer....
right?
However-

One example of “proactive or positive” procrastination includes **a student who deliberately postpones doing their homework until right before the deadline**, because they feel that they concentrate better when they're working under intense time pressure.

I will raise my hand here and say, “me” on that one. I DO well under pressure a lot of the time... If I work on things way in advance, I often become a worse SORT of procrastinator.

What??


*There are different TYPES of procrastinators?? Yes, and we'll briefly cover those in a minute **but let's look at MY definition of PRO-ACTIVE Procrastination first.***

Notice the title of today is NOT
“proactive” **It’s PRO-Active**
And my definition of a Pro-Active Procrastinator
is this:

*“Someone who pushes aside everything,
including urgent
and possibly important things,
to do what they PLANNED to do FIRST
letting very little get in the way.”*



These Procrastinators ACTIVELY PUSH AWAY nearly everything else,
so they get DONE the important things they planned to do and WANT
to do, **first.**

A clear glass jar sits on a dark, textured surface, containing several lit sparklers. Bright sparks are flying upwards from the jar, creating a magical effect. The background is dark with out-of-focus blue and white bokeh lights, suggesting a night scene with distant lights. The overall mood is celebratory and magical.

**When you can effectively
achieve this, something
Magical happens...**





My first Example

My first real boss in real estate was a woman named **Bobbie**.*

When an opportunity came for her to sell a commercial building and earn a chunk of money, she negotiated that deal and taking the cash, opened her own office. **Why?-->

Most of the 12 agents in our office left to go with her.

The new office was decked out with all new everything and even included a **COMPUTER** to enter listings into... so we didn't have to mail or deliver them to the MLS at the Board downtown... so our listings could get printed in the next book.

It was a real time saver. And our listings got on the market sooner. We sold more homes faster.





I worked as a Salesperson for Bobbie at the new office and in a year or so she hired me to be her manager *

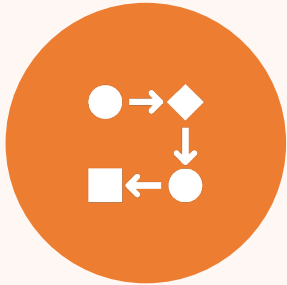
I shadowed her for a week to learn the job, and this is what I saw:



1. **She hired the staff and tools she needed to support her.** Example: Bobbie bought a Car Phone. She needed this tool to save time because she has a lot of travel to do , but it was ONLY for outbound calls and for me, our other primary office assistants, her kids and care-givers. SHE controlled her phone time.
2. **She trained and empowered the staff** - the office receptionist handled most things and passed off other calls to the Listing and Transaction Managers. ONLY if they couldn't handle it did a message get taken for her.
3. **She went through messages she delegated others to return some but threw most of them away.** When I was shocked, she said, this is a silly question they've either already gotten answered or will get their answer from someone else. If not, they'll call me back.
4. **If an Agent or Staff person needed her personal input, they had 5 minutes** and that was it. You learned in this office to get clear on your question and state it clearly. She had times booked for that and everyone knew not to try other times unless it was a proper emergency, which was rare. I was hired to fill this role and train new people.
5. **Her planned personal time was equally important to her work planned time.** This firm stance (if she was booked, she was booked... *"No, I can't show you that house, but I can send my Agent"* allowed her to refer most personal business so she could grow the office, which was the goal.
6. She fired quickly anyone that was not going to help her plan go SMOOTHER. Trouble was eliminated FAST and with minimal drama.



What Bobbie did is PRO-Actively Procrastinate.



She **CAREFULLY PLANNED** what she wanted to do with each day, week, month. In detail. These plans were in service to an overall long-term plan that included a mirror of this office on the other side of town.



She **AGGRESSIVELY** protected that plan and when unexpected things came up, she hired more support.



She did not allow **ANYONE ELSE** dictate her time, period.



WHEN a Time-Waster was presented, she avoided it (throwing away messages that didn't need her, limiting to 5 minutes meetings.) She had no desire to be the “hero” with all the answers.

If we do not Honor
and Respect our
Goals and the
Scheduled Steps that
we have planned to
achieve them...



Why would anyone
else in our lives
respect them?





The Magic that Happened

- No one that really mattered got mad about this. Those that did get mad, it was clear they didn't matter.
- People respected Bobbie's time and attention and respected her decisions.
- People were totally OK with her referring her to others... in fact, they looked at it as a FAVOR to help them find someone to show them or list them when she "couldn't" because of her busy schedule.
- Life didn't stop throwing curveballs... but she managed those she needed to and PUSHED off the rest.
- Bobbie became very successful and sold the two offices for a large amount a few years later when she re-married and relocated out of the area.



OK... Now back to the 6 types of Procrastination

from Indiana State University

Note which of these you can relate to. There may be more than one...



1. The Perfectionist Procrastinator

- Tend to spend excessive amounts of time and energy making sure that everything they do is perfect... and put off starting tasks due to doubts about doing it the “right way.”
- Tend to see everything in life as things that ***have-to be done***, rather than what they ***want to do***.

Tips to Help: Strive for excellence rather than perfection; Recognize and Avoid “all or nothing” thinking; Change “have to’s to “want to’s; Give time limits for completing a task; Make a daily “to-do” list with less than 3 items that MUST be done. PRO-Actively procrastinating everything else.

6 types of Procrastination from Indiana State University



#2 The Dreamer Procrastinator

- Tend to recoil from anything that might be difficult or distressing, paying little attention to facts or details, making it harder to perform difficult tasks.
- Tend to think of themselves as special and that fate will intervene, making hard work and efficiency unnecessary.
- Tend to think of themselves as Big Picture thinkers, not detail thinker.

Tips to Help:

Differentiate between dreams and goals; Create written plans to reach goals that are time based, specifying each step to take; Get more interaction with other people/support; Be PRO-ACTIVE in procrastinating time in visionary reality. Using the Backlog area of a Kanban board can solve this. Dreams go there... for later.

Kanban Board

Backlog

To Do

Ongoing

Done

F

D

B

A

E

C



6 types of Procrastination from Indiana State University



#3 The Worrier Procrastinator

- Tend to be indecisive and often fail to commit to the few specific decisions they do make. They lack confidence, causing them to avoid or delay doing things. Overly dependent on others for advice, reassurance, and help
- Tend to have a high resistance to change, preferring the safety of the “known” over the risk of the “unknown.”

Tips to Help: Recognize making no decision, is, in fact, a decision; Commit to your Goal and create small easy-to-manage steps to get there; Change “*I don’t know’s*” to “*One thing I do know is...*” and “*I can’t*” statements into: *I can’t _____ but I CAN _____*;

WHEN YOU HAVE PRO-ACTIVELY worked your plan... THEN do one thing each day that you’ve been putting off. Something small from your Backlog like: *Set dental appt or Pay the Gas bill.* Think: *JUST for the next 15 minutes I am willing to*

_____.

6 types of Procrastination from Indiana State University



#4 The Defier Procrastinator

- Tend to see life in terms of what others expect or require them to do, vs what they would like or want to do. Often pessimistic in nature.
- Tend to avoid expressing negative feelings; instead, conveying those feelings by procrastinating - using it as a way of challenging authority.

Tips to Help:

- View what someone else wants or expects as a request, not a demand; Mean what you say; If you haven't done something, own up to it; Strive to act PRO-ACTIVELY on your goal, rather than reactively on an Interruption; Practice getting more support and teamwork; Do what you know needs to be done, nevertheless your resistance.

6 types of Procrastination from Indiana State University



#5 The Crisis Procrastinator

- Tend to first ignore a task they don't want to do, then feel intensely caught up in it.
- Tend to dramatize situations, often making themselves the center of attention and have a need to prove themselves by living on the edge or being the Hero.
- Tend to be easily bored and resist the “dullness” of doing things rationally and methodically.

Tips to Help: Identify other self-motivators besides stress; Avoid overdramatic, polarized language; Ask yourself what went wrong and how can I avoid this in the future PRO-ACTIVELY creating systems to avoid things rather than dealing with the same negative events again and again; Understand that you may not feel interested in the step toward your Goal... until after you get involved in it **so get involved faster.**

6 types of Procrastination from Indiana State University



#6 The Overdoer Procrastinator

- Tend to suffer from low self-esteem, compelling them to take on more work than they can handle and often have trouble saying “no” or asking for help.
- Tend to assume so many different responsibilities and roles that they easily get distracted from specific tasks and confused about priorities.
- Tend to find it very difficult to relax without feeling guilty or ashamed.
- **Tips to Help:** PRO-Actively see difference between **priorities** and demands; Focus thoughts on what you DID accomplish rather than didn't; Learn to say “no” when appropriate; Talk more about options than obligations; Make and follow daily “to-do” lists that make the best use of your time and energy; Get Support; Schedule ample time for leisure activities.

Which did
you identify
with most?

- **Perfectionist**
- **Dreamer**
- **Worrier**
- **Defier**
- **Crisis**
- **Overdoer**



No matter how
Procrastination shows up
for you... It may be this...

cacoethes

PRONUNCIATION:

(kak-oh/uh-WEE-theez)

MEANING:

noun: An irresistible urge to do something, especially something inadvisable NOW...





Practice PRO-Active Procrastination

BE

***“Someone who pushes aside everything,
including urgent and possibly important
things,***

***to do what they PLANNED to do FIRST...
letting very little get in the way.”***



You can wait to put your hand in that Alligator's mouth. I know you can.



Start with a PAUSE

Think before you act.
Ask Questions of yourself.





Inspired by my friend Scott Perry, author of Onward

Have you ever been moving through your day, making a difference, working toward your goals... when suddenly, someone or something comes along that hijacks your time, attention, and energy? I don't know about you, but my default setting is to drop everything and engage to address, fix, or correct. If that sounds familiar, it's not our fault. **Human beings are programmed by biology and evolution to be reactive. But we can learn to control that.**

When something unexpected, or threatening happens, the amygdala (our prehistoric brain) immediately initiates the fight, flight, or freeze response. **But, good news**, we can bring in the neocortex (where conscious thought resides) to **pause, zoom out, and be more reasoned and responsive.**

Here are three questions I employ when someone or something presents in a way that feels like I must deal with right away. PAUSE and Zoom IN instead on these 3 questions:

1. **Does something REALLY have to be done?**
2. **Does it have to be done NOW?**
3. **Does it have to be done by ME?**

My comment: If the answer is No to ANY OF these questions, the time to PRO-ACTIVELY Procrastinate it is NOW. PUSH it away. You'll begin to see how rarely you'll answer "yes" to all three. Only when all 3 are a resounding YES do you interrupt yourself.

BEING A PRO-ACTIVE PROCRASTINATOR CAN HELP

NO MATTER WHAT TYPE OF PROCRASTINATION YOU MAY SEE MOST
OFTEN IN YOUR LIFE

NOTE: This is NOT about “letting go”.
It's about

PUSHING AWAY PRO-ACTIVELY
if only until you do what you said you would do first.

When we **CHOOSE** to **PUSH ASIDE** the things that are truly
NOT a priority... we allow ourselves time to work on what
really **IS** important to us.

To work our Steps towards our Goals.

What can you PRO-ACTIVELY Procrastinate
today so you can do the INCOME PRODUCING
Activities Mike discussed last Monday!



**Before I let you go... Let's
REVIEW here at start of
FEBRUARY:**

**LOOK at your Word of
the Year for 2022**

- What opportunities have shown up SO FAR for your word?
- If you look through the filter of the 6 energies – what do you see?
- What FUTURE opportunities are you looking for with this word... so that you can be aware of them?

