



## Stop Dragging Your Feet

Your inbox is overflowing and your to-do list is miles long. Just the thought of sitting down and starting to chip your way through is almost too much to bear. Here are four ways to give you a much-needed boost to get moving!

### **Start with Something Small:**

When you have little motivation to tackle the tasks at hand, get yourself into a “flow state”. Have you ever felt so involved with what you were doing that nothing else seems to exist? When you’re in a flow state, you’re totally focused and performing your best. However, it’s not something that you can just dive right into. So, by getting started with those bite-sized, easier to accomplish tasks, you’ll give yourself the opportunity to ease into “flow state work mode.”

### **2. Set Deadlines:**

All too often, lack of motivation and procrastination go hand in hand. It’s hard to feel inspired when we feel like we have unlimited time to complete a task. Without a deadline looming in our near future, we have no pressing reason to get to work. Set deadlines for yourself in days rather than in weeks or months, this connects your future self with your present self and gives you that much needed jump start.

### **3. Work in Blocks:**

Sometimes the thought of working an 8 hour day seems insurmountable. While taking breaks might seem counterintuitive when you have a lot to do, working in blocks of time—with short breaks in between—is much better for your motivation and productivity. Splitting your work time into smaller chunks will make the whole process seem far less daunting, and there are plenty of benefits associated with giving your brain a quick rest—including better memory.

### **4. Enlist an Accountability Partner:**

Still feeling unmotivated? It might be time to call in some reinforcements. Tell your co-worker that you plan to have that big presentation completed by the end of the week, and then ask him to hold you to it. Studies show that employees are more likely to accomplish their goals when they write them down, share them with another person, and then check in with regular progress updates. We all need a little accountability every now and then.

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