



Dealing with Procrastination

1. Set short-term and long-term goals for your business. Planning, especially creating a business plan, and setting objectives, will help to keep you and your workers on task.
 - a. We can provide coaching services to help you with a business plan:
 - i. Start-up Business Plan Template: score.org/resource/business-plan-template-startup-business
 - ii. Established Business Plan Template: score.org/resource/business-plan-template-established-business
 - b. Set *achievable* benchmarks so you can measure and reach your goals.
 - i. It is important to make the benchmarks attainable. In other words, set mini-goals in order to accomplish a bigger objective. It makes the tasks smaller and more manageable and likely will decrease stress, anxiety, and *procrastination*.
2. The planning mentioned above should include organizing your office, your schedule, your goals, and so forth. Being well organized keeps you on track.
3. In addition to the productivity benchmarks previously mentioned, your plans and goals should include time benchmarks. Setting and meeting time standards will create urgency, so you meet set deadlines and move your business forward. However, set reasonable time benchmarks and structure some flexibility in your planning in the event of unforeseeable problems or circumstances.
4. Start a task and complete it. If you require assistance, ask for it. Delegate when and where appropriate. If necessary, hire outside assistance.
 - a. Sometimes it is necessary to block off time or work extra in order to meet customer expectations and/or business goals. However, remember to balance your work goals with your life goals.
 - b. Also, setting time limits for projects can keep you focused on completing a task.

Revised 06/25/21 KG

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- i. For some problems, it is prudent to be cautious and slowly work through them. Planning well in advance (see above) can remedy this from occurring.
5. Do you have a vision for your business? If you do not, perhaps it is time to revisit the topic. The reason is entrepreneurs often concentrate on the day-to-day operations of the business. By not having a big picture, you might be hampering efforts to grow and better your bottom line.
6. At times, we do not want to undertake a project because it is time-consuming, labor intensive, stressful, etc. However, *everyone* faces challenges at work—we must push through difficult times in order to reach our business objectives.
7. Do not just set goals, but also set rewards. Reward yourself for the hard work you put into a project.
8. Our office can assist with planning, setting goals, and much more: IdahoSBDC.Org.

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