

Productivity Tips **for** **Procrastinators**

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Revision 1. January 2022

Intro

There was a time in my life when I had lots of ideas and dreams but didn't move a finger to go towards their realization. I always told myself: "I'll do that one day!" but that day never came. I was consuming a lot of inspirational content but doing too little myself. I always found excuses: I am too tired after my main job, don't know enough to make it perfect, and don't want to be a robot. My days of procrastination turned into months, and months turned into years. So my dreams stayed only dreams.

Until one day, I realized that nothing would ever be achieved if I didn't escape my current reality and the fixed mindset. And so, gradually from an observer, I became a doer. Over time I learned a lot of productivity tips, and today I want to share them with you.

Read them in any order. Sequentially. Or randomly. Take and adapt what fits you. Print and frame some of the productivity tips for inspiration. Or tweet them to inspire others. Start fulfilling your dreams today. Because nobody else will do that for you.

GOALS

**Start focusing on
the long-term instead
of the short-term.**

Identify what is important
to you in the long run.

MOTIVATION

**Remember that your
life will end one day.**

Every day counts.

So don't waste them.

AWARENESS

**Focus on your strengths,
not your weaknesses.**

Delegate or outsource what
you can't do yourself well.

PRIORITIES

Finish what you started.

Don't start new projects
until the ones you have
begun are finished.

PLANNING

**Be proactive, not reactive,
and plan ahead.**

Set goals daily.

Write tomorrow's
TODO list tonight.

EFFICIENCY

Stop being a perfectionist.

Productivity is about focusing on the most important and ignoring the small details.

PRO TIPS

**Get up early
before anyone else.**

Morning hours are the most serene, and you can focus on designing your day.

This was a PREVIEW of
“Productivity Tips for Procrastinators”

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