

**Indian Institute of Technology Kanpur**

**National Programme on Technology Enhanced Learning (NPTEL)**

**Course Title  
Enhancing Soft Skills And Personality**

**Lecture - 09  
Handling Delay – 2: Overcoming Procrastination**

**by...  
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Hello and welcome back to my course on enhancing soft skills and personality we are still in the second week we are in the middle of the week and we are today going to deal with the fourth unit and this is on the whole lesson number 9. In this lesson I will be talking about handling delay the second part of handling delay.

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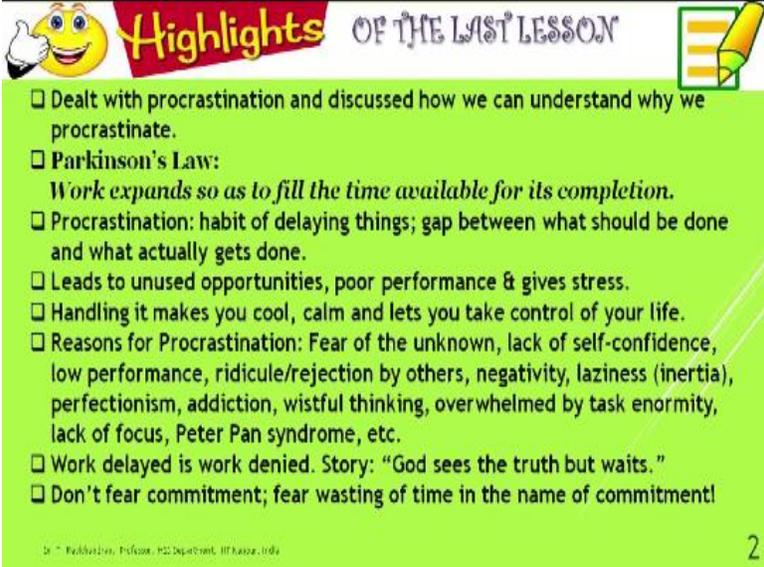


And particularly I will focus on overcoming procrastination. To begin with let us take a quick look at what we did in the previous lesson, in the previous one I dealt with procrastination and discussed how we can understand why we procrastinate, why do we procrastinate, and then I

started with discussing the simple law from Parkinson which is popularly called as Parkinson's law which states that work expands source to fill the time available for its completion.

So this means that if you are given an unlimited deadline if you are given an untime specified deadline you will never finish the work.

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**Highlights OF THE LAST LESSON**

- ❑ Dealt with procrastination and discussed how we can understand why we procrastinate.
- ❑ Parkinson's Law:  
*Work expands so as to fill the time available for its completion.*
- ❑ Procrastination: habit of delaying things; gap between what should be done and what actually gets done.
- ❑ Leads to unused opportunities, poor performance & gives stress.
- ❑ Handling it makes you cool, calm and lets you take control of your life.
- ❑ Reasons for Procrastination: Fear of the unknown, lack of self-confidence, low performance, ridicule/rejection by others, negativity, laziness (inertia), perfectionism, addiction, wistful thinking, overwhelmed by task enormity, lack of focus, Peter Pan syndrome, etc.
- ❑ Work delayed is work denied. Story: "God sees the truth but waits."
- ❑ Don't fear commitment; fear wasting of time in the name of commitment!

Dr. P. Radhakrishnan, Professor, PGD Department, IIT Kanpur, India

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So this is a human tendency so inherently we all have a tendency to postpone and then it is a kind of habit that we have developed in terms of delaying things. But I also told you that it sort of tells you the gap between what should be done and what actually gets done, what is expected from you in terms of delivering and what you actually deliver that indicates how much you procrastinate, what will procrastination do to you.

So it can lead to unused opportunities it can make you give very poor performance and at the end of it will result in giving you stress and leaving you with a sense of regret. However if you could handle it, it makes you feel very cool, comfortable, peaceful with you and your happy that you are able to take control of your life and you are able to find a direction in your life and you feel

that you are not moving like a rudderless boat but you are on some direction, somewhere to fulfill your objectives.

And that always makes you feel cheerful and happy. So that is why it's important that I discussed in the last lesson that you should learn how to handle procrastination. And then in order to understand procrastination we looked at the reasons for procrastination some of the most important reasons that I discussed with suggests the fear of the unknown. We are always afraid of something that is mysterious combined with some kind of negative thinking that, that unknown is always bad.

So how will I start something if I am not sure of what I am going to do combine with this is this lack of self-confidence how can I actually do something when I do not know, how it is going to end. Coupled with low performance and then this fear that is if I do not perform well, if I do it badly, if I make that mistake will not people make fun of me, will not they laugh at me, they may not be rejected by her if I do not do this by this time.

And the overall negative thinking instead of making you do it much better it actually compels you not even to take any action. I also told you in a light-hearted manner that even laziness is a very important component of procrastination. We talked about the Newton's law with regard to energy that when even human beings to the body if it reminds in the state of inertia it would like to continue with the same state.

And on the other hand if you are in a state of motion you always tend to continue with that kind of motion. Apart from these reasons for procrastination I also discussed that even a perfectionist would try to procrastinate, because he always would like to know the end result, she always would like to wait for the most important resources to come up the best stroke, the best skill. So this can also delete things addiction to all kinds of things all sorts of addictions can also delay things.

And the simple childish wishful thinking that by delay I can avoid certain things if I delay this I think the problem will disappear and I do not have to worry much about it. And there is also this

overwhelmed feeling by looking at the enormity of the task going to which people tend to get distracted and they lacked focus I also said you should try to check whether you suffer from Peter Pan syndrome.

So Peter Pan from Barry's famous character who actually has this child mindset inside and he behaves feels things, acts, just like a child, but although he could grow into an adult body. So we generally use this syndrome to indicate those people who are emotionally matured or socially matured and then they try to shirk responsibility or they try to feel irresponsible towards some of the roles they are supposed to fulfill.

Now ask whether you suffer from these things, but ultimately I try to end up by giving you the concluding thought that work delayed is actually work denied I used to illustrate this by telling you the story from your stall side. The story that God sees the truth, but waits and the moral there was just this delayed means justice denied.

So I left you with a caution that you should not delay work so that you denied so much of developing yourself, enhancing yourself, developing your soft skills, developing some kind of life enhancement in your entire career which all gets stopped denied deprived to you just because you develop this tendency of procrastination.

And last but not least I ended up with a favorite coat of mine by saying that or by giving you this thought that do not fear commitment okay, take responsibility do the work. But at the same time what you should fear is wasting of time in the name of commitment and as I said you need to learn to say no, and the next lesson we are going to see how you can do that. But in this lesson let us see how we can take the bull by the horns, how can we handle and overcome this procrastination.

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Basically it amounts to saying . . .

You don't like to do

You are afraid to do

You think it is too big to do

You are lazy to do

**So you won't do . . .**



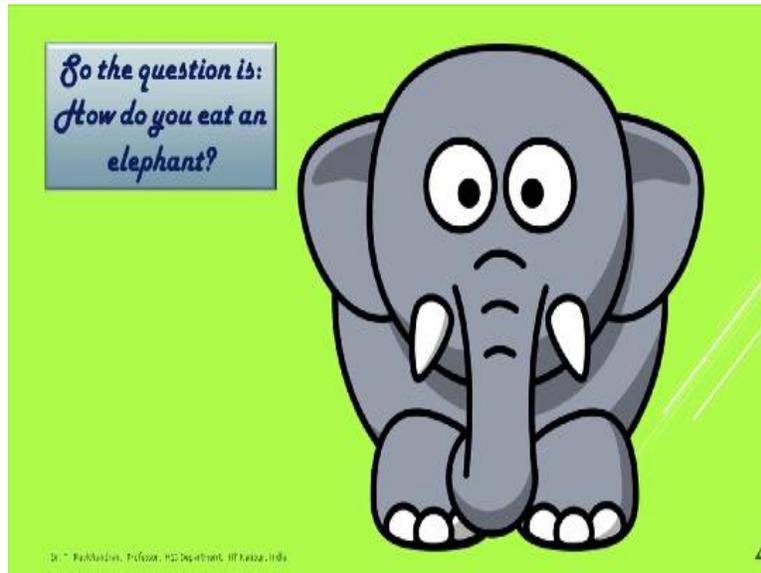
Dr. T. Prabhakar, Professor, PGD Department, IIT Kharagpur, India

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Now basically if you look at whatever I said in the previous lesson you understand that it amounts to saying you do not like to do you do not like to do something, because you are afraid to do you think it is too big to do, you are lazy to do, and for all these reasons you would not do you would not take any action at all you would not do it. So the big question is the enormity of the work that is standing before you that you do not like, that you are afraid, that you think it is big and you are lazy and you ask it in another manner.

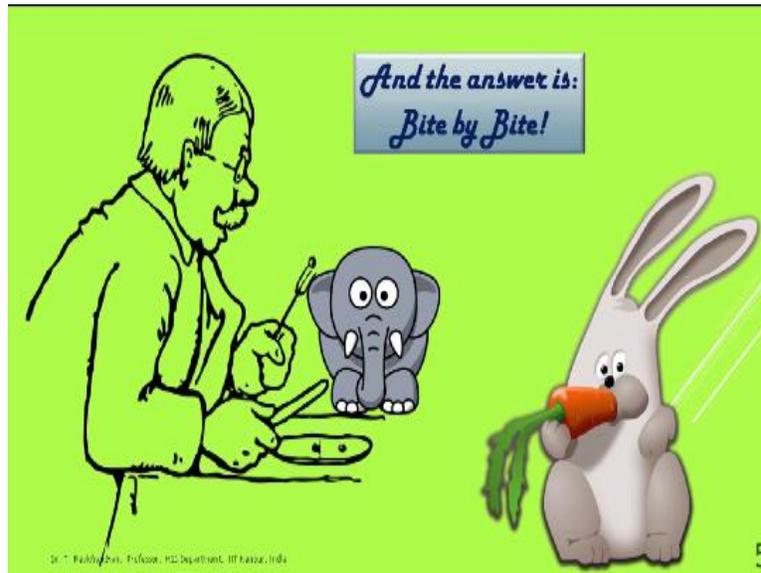
The question is how do you eat an elephant this used as a very funny puzzle it is asked in a very jovial manner seriously also.

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How do you eat an elephant something as big as an elephant, how do you eat it and the simple answer is bite by bite okay one bite after another bite will be able to eat an elephant.

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If you think of eating the whole elephant putting that in your small mouth it is impossible, but if you could break that into pieces and then if you are able to take a small bite chew it and then take the next bite. So bite by bite will be able to eat an elephant, but obviously this is a metaphor to tell you that bit by bit you will be able to undergo a task that appears to be Himalayan that appeal appears to be something that is circular.

But you will be able to handle it if you are able to take it bit by bit. So this is the first step and the first tip that I want to give you in terms of overcoming procrastination any enormous task anything that you are delaying, anything that you are postponing break it into pieces.

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**1. Break it into pieces**

- ❖ Break down the big work into manageable small tasks
- ❖ No one is perfect. Don't be afraid to make small mistakes. Start the task and make adjustments.
- ❖ Be open minded. Keep learning from your small mistakes. Delay will disappear soon.
- ❖ Take one step at a time. Learn from the baby that is never afraid of taking its first step!

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Let it be like an elephant just you break that into pieces let it be like Mount Himalayas just break it into pieces, just break that big chunk of thing into manageable small pieces, manageable small activities, manageable small tasks. Now if you are a perfectionist and then you are always holding yourself to do something and then you think that unless the mistakes or overcome you will never initiate this action understand this small principle in life that no one is perfect anybody, anybody even something that you worship as idle we hear the proverb that the idles even they have their feet of clay.

So every everybody even the great immortal characters created by Shakespeare like Julius Caesar or Hamlet they are all larger-than-life characters, but they all had one tiny flaw how much here that lead to the tragic death a terrible come down in their life. So I understand that if it is so difficult even for something who is so gigantic so larger than life to live a perfect life. So where are you so except that no one is perfect.

And do not be afraid to make small mistakes, so once you say even by making small mistakes I will start the task and make adjustments fine-tuned as you go by, not when you fine-tune everything and then you start okay. In that case you may not even start that is the concern and as

you go be open-minded be receptive to ideas that is the most important thing. So do not have that fixed mindset when you start a work have that growth mindset which we discussed in the previous week.

Keep learning from your small mistakes we should be able to honor our mistakes and then we should be able to learn from the mistakes, because without making mistakes without failures there is no success. But once you start learning from the small mistakes and go with the attitude that even with the small mistakes come with me I will commence action and I will start doing this work delay will disappear soon.

Initially it looked like a huge Himalayan mountain and very soon once you start taking action it disappears like do when the sun arrives. And conversely if you do not take immediate action a task that appeared just like a dew a tiny drop of dew we very slowly gradually turn into a very big mountain like the Himalayas. So keep this in mind break it into pieces do not be afraid of making mistakes take one step at a time learn from the baby I keep telling this for so many things learn from the baby.

And in this case learn from the baby that is never afraid of taking its first step if the baby ever thought that by just getting up and taking that first step I will fall down I may break my hand, I may break my teeth, I may get fracture in my foot. Now if the baby ever thought that it would make a mistake in walking taking the first baby step it would never work all of us I would not be standing before you if as a baby I thought that I not be able to take that first step.

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So the first important point break it into pieces and the second one do the difficult first, that is having broken your enormous task into manageable small activities identify the most difficult part and try to do the most difficult part first. In the time management lesson we discussed about how to prioritize okay, so you keep the high-value activities on the top. Now most of the high-value activity are likely to be the most difficult at least also to start with.

And they are they are like medicines like we need to take them, but we do not want to take them and sometimes they are very bitter and we do not want to do that to tackle it Brian Tracy gives a very brilliant metaphor he says that eat that frog this unpleasant activity it is very important that it gets done. So he calls that a frog, so look at a frog so for many people it looks very ugly, very repulsive can you actually put that in your mouth and swallow you will feel oh! No I feel repulsive.

I cannot even touch it now that is the way you feel about some work that you do not want to do it now Brian Tracy says that eat this frog identify that frog eat it first. Now once you do that you will find that you gain so much strength and then you are able to do so many things very easily then what you thought before where did you get the strength by eating that frog. There are other

terms used by other writers and other management gurus there are people who use the term veggie or vegetable instead of the frog.

What is meant by this is they say eat that vegetable like for instance you know that eating carrot is good for your health, but generally even small kid when the mother gives the kid will keep running away escaping avoiding, but would prefer a chocolate than a carrot. So each deck veggie that will give you strength that will keep you a very energetic. So eat that one first so eat that frog eat that veggie.

However unpleasant the task maybe throw that first and that is the one that will actually give you so much strength that you have done the difficult one first. So the third one when you do this still you may find it difficult to initiate action and at that time use this Kaizen principle.

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**3. Use *Kaizen* Principle**

Use *Kaizen* principle or, the "one-minute principle"  
(for self-improvement)

Just practice doing something for 1 minute each day at the same time!

You will soon find that 1 minute becoming 2, 3, 5 and then it absorbing you to spend hours together.

So start doing any pending work, anything that you keep postponing for at least a minute a day.  
Soon you will find its value and start incrementally enhancing the time you put to it!

改 KAI=Change  
善 ZEN=Good  
改善 KAIZEN  
(Continual Improvement)

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Kaizen is a Japanese principal just it amounts to small but incremental change so simply it is also termed one minute principal at the end of the lecture I have given you one link where you can actually go and read more about using this principle to overcome your laziness in general. But in

terms of this one minute principle it is about overcoming your laziness and it is about overcoming procrastination and to use it for self-improvement.

What does it amount to just practice doing something for one minute each day at the same time for instance you like to watch TV but you do not want to read newspaper, you do not want to read a book, you do not want to read at all, you do not want to develop that reading habit apparently. But inside your heart, inside your mind something is telling you that unless you develop this reading habit you cannot improve yourself.

So on the one hand your habit says oh! I will rather watch TV, but inside your conscience is telling you that develop reading habit. How do you use Kaizen principle, you just decide that morning at 8am when I take a walk or when I do something else I will just take one minute 8 to 8:01 just 60 seconds of each day to read whatever is possible within that one minute. Now when you start it initially you end it up in one minute you go on with one minute.

And slowly maybe after the 5<sup>th</sup> day, 6<sup>th</sup> day if you feel that you can still go ahead and you are curious to know what is happening next. So go with the second minute, third minute, fourth minute, fifth minute, tenth minute and then it develops us one hour three hours and then you become a very avid reader and you start reading books at one sitting three hours, five hours continuously you can sit and finish it.

So something that starts at a trickle a very small drop moves as the river and falls like a huge waterfall. So that is the power of this case in principle initially one minute force yourself to do something that you actually hate do not like to do it at all this in case of overcoming procrastination I will suggest that do it with regard to something that you keep on postponing decide that at least one minute you will do that.

And one tiny part of it you will do it. Now slowly that one minute will become 10 minute and then it will absorb you Brian, Tracy and others also point of one important aspect of this flow keeping a body in motion what is this flow it says that once like actually I am saying I am

tempting you to start something for one minute, but I know for sure that it is very difficult for you to end it in one minute.

Even on the first day you will just go for one more minute in some cases we will even go for five minutes and you will decide that instead of one minute you will go for ten minutes each day and the 10 minute will keep on increasing. But what Brian, Tracy says is this aspect of flow the flow of energy, the flow thinking, the flow of our work. So once we start something so the initial stage is difficult and then as we move on we get into your flow.

And then at that flow will be able to do 10 things easily than before when we thought that even one thing was so difficult. So Brian, Tracy interested getting to that flow and to get into the flow if you find starting difficult use Kaizen principle if you ask an athlete, if you ask people you are going for marathon. They will tell you that it is the first step that reaching the stadium are going to the field for taking a small walk that is the most difficult.

But once you habituate yourself to go for that walk at that particular time. Then taking the first jogging step happens to be the difficult one, and once you are able to manage one jogging ground in the stadium you know that you can go for the second one. And once you go up to five you realize that you are in a flow you can even go more round depending on your stamina.

So getting into that flows so that is a very important one and use phase in principle to get into that flow. Now once you get into the flow it is very important that you create a positive environment to work. There is something that I have been telling.

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**4. Create a positive environment to work**

- Unclutter the work space
- Keep only the "work to do" on the table
- Organize work space regularly:  
before beginning, after ending (twice daily)
- Don't waste time straightening and cleaning when you should be working toward the objective.
- A clean table indicates an open mind

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In various lessons before but once again just to reinforce what I have been telling un-clutter the workspace if on your table. Where you are working so many things are laying around the 2 3 coffee cups and then pens pencils drawn around so many book several dress. And then all unwanted things on your table and there is no space to even write a small thing un-clutter the workspace keep the table cleans. And keep only the work to do on the table very, very, very great people and peak achievers from our own side it is even people like Abdul Kalam.

So they were only known for keeping the table very clean and then only keeping one paper one file one pending job or one work to do on the table. So when you keep it the mind is able to focus and then it is able to work on it immediately and you finish it. And then take it to the other side file it take the next work to do keep it on the table. Now how to keep the table clean sometimes it is not possible that you keep it all the time clean. Sometimes you are too busy to do it and then things slowly start piling up. So that is the time you need to tell yourself that you need to organize your workspace regularly.

Before beginning and that is what successful managers of their table have done it as soon as they come to work, they will spend 5 to 10 minutes to tidy up things around. And after the ending so

daily at least twice if you do that especially when you could do it at the end before you close your office before you go to bed if you can clean the table. And then morning when you get up and you want to do something the table is clean and fresh and then you can do the work to do and then you will be able to focus on it without any distraction and you can get it finished.

But do not waste time straightening and cleaning when you should be working toward the objective. So when you have to do the work that is not the time that you should feel you oh this is too untidy I we start cleaning it no. Eat the frog first and then eat that veggie and after that if you want to do cleaning you do it. But this is not priority but also it appears to be a slightly trivial thing this is very important also. A clean table indicates an open mind and as Robert Schuler and others were pointed out the mind is like a parachute.

So it functions only when it is open so as you keep it open the mind will be very empty when it will be able to accomplish your task at much less time and more efficiently than you thought before. The next point I want to emphasize on is that you should set goals that you want of course you may ask like I did not want to do this for my boss.

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**5. Set goals that you want**

- ❖ Your inaction may be due to an uninspiring goal!
- ❖ Ask the very basic question: "Do you really want this goal? If your answer is "no," that means this isn't a goal to pursue in the first place.
- ❖ Identify the goals that really inspire you.

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But even this case there will be certain goals that you would still like to do okay. So you tell your boss that this part of it you can do can he delegate certain things to somebody else. Why because most of your inaction most of the times when you progress in it, it may be due to a very uninspiring code. You do not feel challenged so you feel very uninspired. So when you do something ask the very basic question do you want this goal is it going to really fulfill you is it going to be sold nourishing. And if your answer is wholehearted low that means that this is not a goal to pursue in the first place.

What should you do that you should identify the goals that really inspires you and once you know that these are the goals that will really inspire you.

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**6. Find out why you want the goal**

- Understanding why you want the goal will help you get a clear idea of your inner motivations.
- Note down all pros and cons. Write down as many answers as possible, until you feel a strong drive and motivation.
- Knowing why you want the goal will make you work anyhow!

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The slide features a green background with a purple header box containing the title. Below the title is a white box with three bullet points. At the bottom of the slide is an illustration of a road with several yellow diamond-shaped signs that say 'GOALS' with arrows pointing in different directions. The number '11' is in the bottom right corner.

And ask questions like what you want to do this the point I am trying to make it find out what you want the goal. Why because understanding why you want the goal will help you get clear of your inner motivations. That will connect you with the innermost self and that if you can touch it and that if you can motivate synchronize with your goal then no procrastination will happen in your life. So what you should do is that write down as many answers as possible you can ask

why I want to do this. Why I do not want to do this right the pros and cons and then see whether you are getting more answers for why you should do this.

Even a simple thing like reducing weight you keep asking do you want to reduce weight for what are the reasons and by not doing what are you going to gain. But obviously you will know that the reason for reducing weight is going to have more valid reasons that will try to compel you to taking that activity. So unless and until you feel a strong drive and motivation by asking too many questions why you want to do this. Do not do that work at all which means that that work may not be relevant to you. And that will keep on postponing that will make you feel somebody like a chronic procrastinator.

So find out and if you can actually just remove that work request somebody to do that for you even pay someone to get that done for you. So that is going to help you but focus on the goals that you can actually do although it is looking to be very enormous. To do that you identify that and knowing why you are going to do that work will make you work any how you will do that some or other as long as you know why you want the goal. The next step is that you declare your goal so you proclaim it you tell your friends look I am going to reduce my weight in the next six months.

Tell your friends that I am going to finish this novel in the next two years. So I am going to achieve this target if you are in a company that by this time. I am going to break a record by achieving this target tell this declare this tell your boss tell your teacher tell your friends tell your relatives. So apart from declaring that share your goal with others finds like-minded people to walk with your goal.

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**7. Declare your goal**



- Share your goal with others. Find like-minded people to work with your goal.
- However, don't stress yourself to finish your goals quickly.
- You may get burnt out and resort to procrastination!

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So there are so many people so they also want to do similar things like you join them form a group so you will form a kind of energetic environment people will start motivating each other. However do not stress yourself that pop lot of pressure on you to do it quickly and efficiently. So give contingency that there may be slight delay than what you expected. You thought it will be over in six months but it is taking seven months does not matter this is far better than not having started it at all. But if you put lot of stress and pressure on you what will happen is that you make burnt out.

And go back to your old procrastination habit that is dangerous. Now some more quick steps to overcome procrastination keep records of successful book projects.

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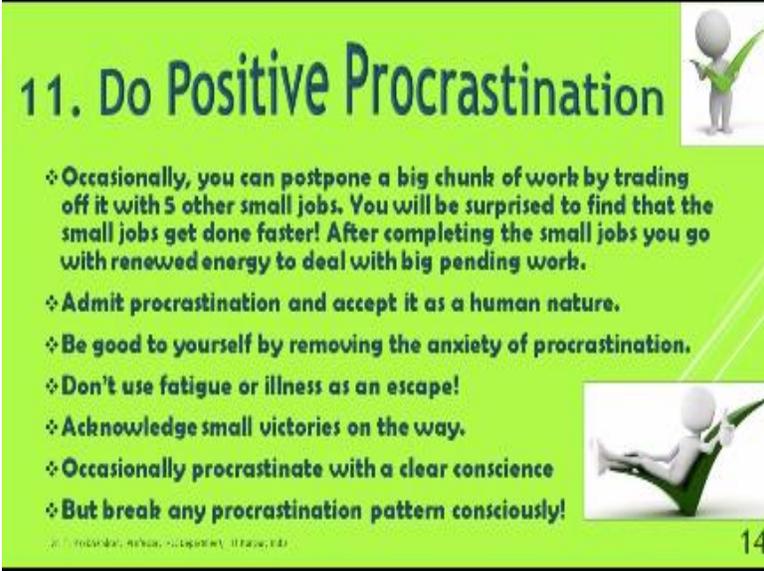


If you accomplish something out of great difficulty like if you reduce your weight from one hundred and sixty kilos to just 60 kilos. So make videos take pictures so keep, keep all kinds of things that you will remember forever. Keep them recorded in whatever manner possible and even if a project is completed and if you want a special meritorious certificate for that frame it put it in a prominent place. That you can see all the time and that can motivate you to take much and much tough work and more difficult and challenging jobs which you never thought you can do before.

And as you progress if you think that something is difficult turn those difficult tasks into games when you approach something with a playful nature of a sportsman or even you break some activities like a game And then you even involve some team and then you say that or this like a game so this is the rule and then we will do like this and in each one will be doing this. So and then add a lot of fun in between so that will also make you break the monotony and get rid of this procrastination pattern. But having done all these things you should not forget to pick yourself for every successful accomplishment.

So you should treat yourself so if you deprive you of let us say ice cream when you are trying to reduce your weight but having reduced about 20 kgs. So give a good treat so eat that favorite ice cream whatever you were delaying for quite some time. So every time then you treats yourself when you actually reward yourself. So you will inner self we thank you for the reward and it will keep a record that okay. If I do good things if I break this procrastination I am getting rewarded so I keep on breaking this procrastination. At the same time I want to tell you that you can also do positive procrastination.

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## 11. Do Positive Procrastination

- ❖ Occasionally, you can postpone a big chunk of work by trading off it with 5 other small jobs. You will be surprised to find that the small jobs get done faster! After completing the small jobs you go with renewed energy to deal with big pending work.
- ❖ Admit procrastination and accept it as a human nature.
- ❖ Be good to yourself by removing the anxiety of procrastination.
- ❖ Don't use fatigue or illness as an escape!
- ❖ Acknowledge small victories on the way.
- ❖ Occasionally procrastinate with a clear conscience
- ❖ But break any procrastination pattern consciously!

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Do not get confused on the one hand I am saying that do not procrastination do not do procrastination. On the other hand I am saying that you can do positive procrastination. What do I mean by this you can procrastinate with some knowledge in a positive manner. So that for example this work this frog is really looking to enormous and big gun too unpleasant and whatever you do even you follow the station method and all that you are not able to force yourself to do that a positive procrastination. You slightly delay doing this and take the second third fourth in the priority list and then you do it.

Now you will find that your mind will start working and doing the trivial work very fast when you slightly tell you that okay I am procrastinating this consciously but I am just going to do something else. Now once you do side jobs at one go at the cost of this one and then slowly you will gain some kind of momentum and you see that or now I can do this also. So positive procrastination that it is like you trade off within yourself that will not do this but I will do something else and then come back But while doing this you also admit procrastination and accept it as a human nature.

That you acknowledge you accept it yeah I will procrastinate but I know why I am doing this and then be good to yourself by removing the anxiety of procrastinating. In some cases people use fatigue or illness as an escape but do not do that acknowledge small victories on the way when you are doing something and then you are able to achieve something very small you acknowledge it. And as I said before treat yourself or that occasionally procrastinate with a clear conscience that is what I said at the beginning.

That give a trade-off clearly you procrastinate one important activity but by trading off that you will do five others irrelevant activities and then come back to this. But break any procrastination pattern consciously in case you start developing this as a pattern in case your mind develops a kind of patterning in procrastination then you have to break it. So that you should not let it happen. Overall as a concluding thought the most important thing is to do it just do it because you need to implement your plan for overcoming procrastination.

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**Just do it!**

- ✓ Implement your plan for overcoming procrastination.
- ✓ Be committed to your plan.

**IF IT IS IMPORTANT TO YOU, YOU WILL FIND A WAY. IF NOT, YOU'LL FIND AN EXCUSE.**

**Procrastination**

**DO IT!**

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And not only you need to implement but you need to be committed to your plan as one picture from the internet tells you just do it if it is important to you. You will find a way if not you will find an excuse if you start something finish it.

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✓ *If you start something, finish it!*

Remember the Zeigarnik effect!

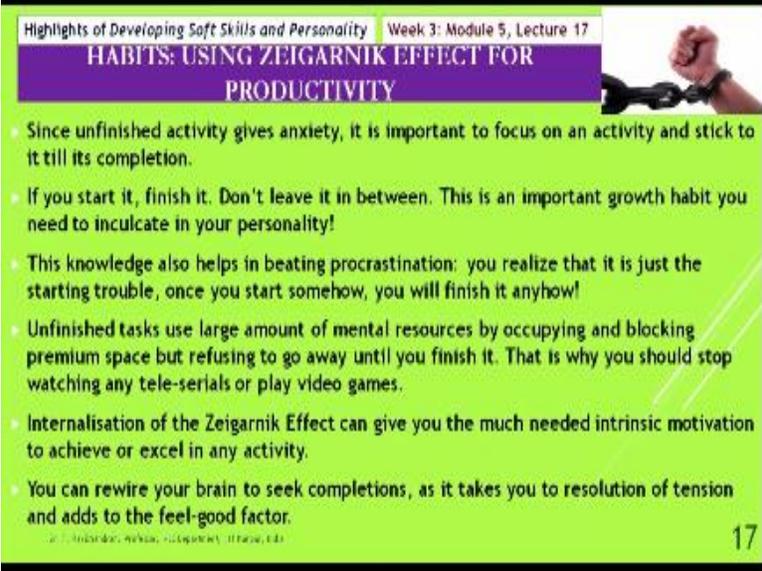
**The Zeigarnik Effect**  
Our minds quickly forget finished tasks. However, they are programmed to continually interrupt us with reminders of unfinished tasks. These intrusions constitute the Zeigarnik effect.

Dr. Boris Zeigarnik, 1927

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This is very important if you go back to some of the lessons we did before I would say that remember Zeigarnik effect and in module five of the third week lecture number 17 in the previous developing soft skills and personality.

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Highlights of Developing Soft Skills and Personality Week 3: Module 5, Lecture 17

### HABITS: USING ZEIGARNIK EFFECT FOR PRODUCTIVITY

- Since unfinished activity gives anxiety, it is important to focus on an activity and stick to it till its completion.
- If you start it, finish it. Don't leave it in between. This is an important growth habit you need to inculcate in your personality!
- This knowledge also helps in beating procrastination; you realize that it is just the starting trouble, once you start somehow, you will finish it anyhow!
- Unfinished tasks use large amount of mental resources by occupying and blocking premium space but refusing to go away until you finish it. That is why you should stop watching any tele-series or play video games.
- Internalisation of the Zeigarnik Effect can give you the much needed intrinsic motivation to achieve or excel in any activity.
- You can rewire your brain to seek completions, as it takes you to resolution of tension and adds to the feel-good factor.

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If you want to go back take a quick look otherwise just I have summed up what I meant by using Zeigarnik effects for productivity. And you can use that for a killing procrastination beating procrastination. What is this Zeigarnik effect for those who have not learnt about it so far it simply says that any unfinished activity will give you some anxiety. A lot of scientific thinking goes behind this they have understood that the functioning of brain itself is like that. If you start something you have to finish it if you do not finish it. It will give you anxiety so it is very important to focus on an activity and stick to it till its completion.

And even if you do not do it mind will keep on going back to it even if you leave it after a year even after five years ten years mind will keep going back to that. And then as it goes back to it so what it is doing is that it is just piling up in your mind. So unused tasks will use large amount of mental resources by occupying the premium space in your mind and they refuse to go until you go back and finish it. So I was telling you that it is interesting to note that this is how people get addicted to video games or watching telly serials because they always want to see what next what next what next and anything unfinished.

They want to see how will it finish and that is how mega cereals are being run so telly people want to see what is the next day what is the next day what next. But use the Zeigarnik effect think about it and then use it for productivity use it for beating procrastination how you just realize that it is just a starting trouble. You stays in and then start it but once you start somehow you will finish it anyhow your mind will keep on telling you finish it finish it. And then be aware of it so escaping that is going to give you anxiety running away from any started work is not going to leave you just there it is going to bring you back.

So once you start it finish it and keep remembering the Zeigarnik effect that it is not going to leave you. Your mind will keep on telling you to come back so keep that in mind and then I found one interesting chart from the net which you can always use to ask you every day. This is like from a procrastinator to a kind of person who has accomplished successfully. So you start with I will not do it I cannot do it.

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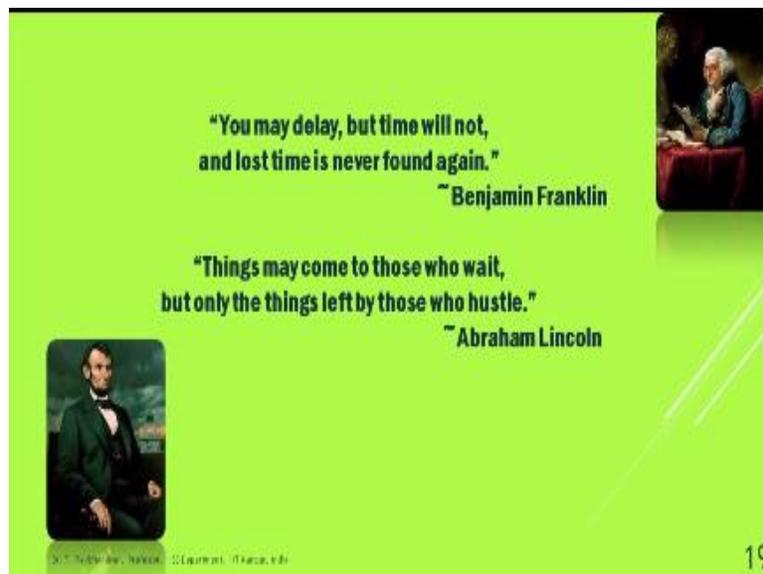


I want to do it so that is the time you move from procrastination to action okay. Your ability to act on something and put that into motion then you ask how do I do it I will try to do it I can do it I will do it the last stage yes I did it. So you keep asking which step have you reached today. And

in a day there will be so many yes I did it and I will not do it. It will keep tossing in your mind but you need to resolve it quickly and you need to always push you to yes I did it. As I conclude this lesson as usual I would like to conclude with some motivating quotes to famous eminent personalities one Benjamin Franklin and Abraham Lincoln.

Both have talked about how you can use time efficiently and stop procrastination look at what Franklin has to say he say.

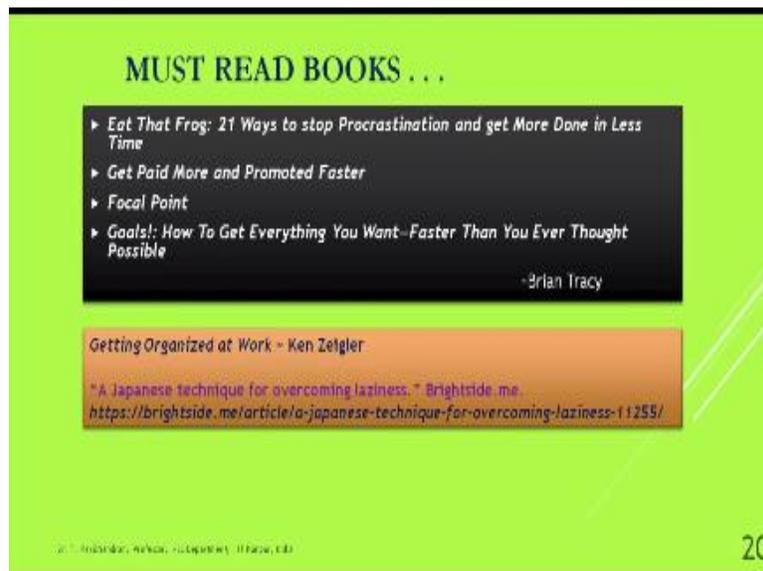
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You may delay but time will not I am will not stop for you, you will delay but time will keep moving on and lost time is never found again. You lose it , it is gone forever you regret for it so that is why they say like you have to beat the iron when it is hot if you miss it you miss it forever. And as Lincoln says things may come to those who wait but only the things left by those who hustle. They say that the early birds will always catch the worms but only something that is thrown out something that is missed some tiny worms okay. Some which the early birds ding want to catch so those leftovers are the ones the procrastinators will catch.

So do you want to get caught in this kind of trap obviously I know that you do not want to do that so use all the suggestions tips implement it resolve. And at the end of this lecture is you are delaying writing something doing something do it. And only then the lecture that I am giving you will become very meaningful and effective, like in the last lesson I just continue with a must read books from been crazy and then can legally. But upward from that as I said I have given you the link for this laziness for overcoming your laziness. Take a look at that optical it is fun to read with this note I would like to conclude this lecture and thank you so much for watching this video I come back to you with the new lesson on how to say no right now thank you.

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