

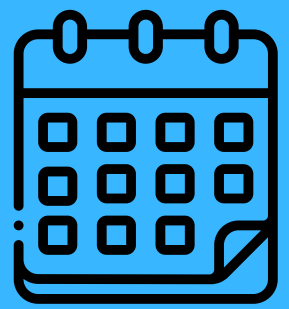
HOW TO STOP PROCRASTINATING AT WORK

SOURCE: INDEED CAREER GUIDE



Simplify your tasks

Scale down your tasks into smaller pieces. One strategy is to start with the hardest task first.



Stick to a routine

Use a calendar or a time management app on your phone. Try to find a quiet place to work.



Reward Your Progress

Write down how you feel when you meet your goal and celebrate small milestones.



Indeed.com/career- advice

Learn more about common reasons for procrastination and the long-term effects it can have on your career by visiting the Indeed Career Guide.