

# Dealing with Deadlines

## By JoAnn R. Hines



Deadlines are a fact of life. We all have them, but if you are a procrastinator like me they jump up without warning. I've learned a trick that seems to keep deadline from appearing when I least expected them. I put them on my email calendar at a minimum of two weeks out and then send myself a repeat reminder weekly. But let's be honest here, do any of us do our best job when we are scrambling to meet a deadline? I know I don't. The more time I can devote to serious thought pertaining to a project the better the outcome.

I want to enjoy the project too. If I rush through it, chances are I won't have fun with it. The undo stress makes it unpleasant. The amount of time we actually spend at work consumes so much of a day that it's important to really like what it is that we do.

What other deadline tips can one procrastinator offer another?

- Don't accept an assignment or a project you can't deliver. I know we are multitasking ourselves to death, but get real. Some stuff simply isn't going to get done so pick those tasks you can accomplish well or enjoy doing. Prioritize the others into the trash (just kidding). Think of it like cleaning. Who really cares if the nightstands are dusty? Did you know 80% of us only clean when company comes? Utilize this mind set when looking at your upcoming projects. Is it really necessary? Does it have a deadline, a firm one?
- Work when you are fresh, especially when your mind is not cluttered with other responsibilities. For me the best time to accomplish things is in the early morning. Ascertain your optimum time and put your most serious thinking cap on during this time period.

So let's look at a little advance planning for the well organized professional. Consider deadlines outside of job and personal obligations. Think about those deadlines that are important to your career and your professional development. Take stock of your commitments for the year. Determine if the commitment is an obligation required of you AND will it give you personal satisfaction and fulfillment?

I constantly see people who are buried with commitments but never make a commitment to themselves. What is important to you personally that you would like to accomplish this year?



Set a plan in motion. Face it. We all want to make more money so outside of the obvious plans that involve getting a raise, what other steps can you take to make personal commitment?

- Are you an expert?
- Do you want to become one?
- Want to write a book or get your articles published?
- Want to be more comfortable in public speaking?
- Have an invention or an idea for a business that you want to get started?
- What is standing in your way?

Take it a small step at a time, but activate a plan that will do something for yourself and ward off the looming deadlines that make your life miserable.

Best Regards,

*JoAnn*



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