

OFFER ZEN | By Johan Heymans

# 4 Tactics to Beat Procrastination



[Read the full article here](#)



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# 1 Break Up Big Tasks

Small, concrete sub-tasks make it easier to know where to start which makes achieving the main task less intimidating.

## Pro Tips

- Break up your tasks before you start your work day.
- Start by writing down your main task e.g. create login system.
- Write down each concrete sub-task e.g. create login page, add username and password fields etc.
- Set clear boundaries to know when tasks are complete for e.g. only when the login page is fully functional.
- Tick off finished tasks for an extra dose of dopamine and motivation!

Check out free online task managers like [Trello](#), [Asana](#), or [ClickUp](#).

Create a physical written list or a sticky note Kanban board.



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# 2

## Refocus Your Work Environment

Removing distractions or changing your environment can help you start with a clear mind and remain in the zone.

### Pro Tips

- Clear up your desk.
- Put your phone away or off.
- Get dressed for work even when working from home.
- Go to a coffee shop or move workstations at the office for a change in scenery.
- Get some air and go for a walk if you're experiencing mental fog.

Check out apps like [Offtime](#) or [Moment](#) to track or block your mobile app usage.



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## Use The Pomodoro Technique

Working in short bursts prevents mental fatigue that leads to deterioration in work quality as time goes on.

### Pro Tips

- From your list, decide on the sub-task to be done.
- Set a timer to 25-minutes.
- Work without interruption until the timer rings.
- Take a short 5-minute break.
- Take a 15-30-minute break after four 25-minute sessions.

Check out websites like [Pomodoro Tracker](#) and [Tomato Timer](#) or [Ikytal Pomodoro](#) for help.



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# 4 Listen To The Right Focus Music

Listening to soft background music drowns out noise and can stop others from interrupting you.

## Pro Tips

- Set volume to 30% or lower so that your music doesn't end up distracting you.
- Find music genres that help you tackle a specific task. See below for inspiration.
- Wear comfortable noise-cancelling earphones that don't hurt your ears or fall out.

**Ambient music** improves data entry accuracy in 92% of people.

**Classical music** improves accuracy by 12%.

**Pop music** improves speed of task completion in 58% of people.