

## PROCRASTINATION: AFFECTING THE QUALITY OF WORK

by:

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Are you experiencing avoiding certain tasks because you find it uninteresting? You are given ample time to accomplish particular set of tasks but in the end you are cramming in the last day of the deadline. If it is the scenario, procrastination takes place. Procrastination is the act of unnecessarily postponing tasks or actions. The delay that the person engages generally leads to negative consequences like missed deadlines and low quality of work. It is relatively connected to the poor time management. Common examples are regularly being distracted from work by checking social media accounts and constantly worrying about work but not getting anything done.

According to The McGraw Center for Teaching and Learning, to overcome procrastination you need to understand the reasons why you procrastinate. You cannot come up with an effective solution if you really do not understand the root cause of the problem. Urgent and important tasks must be given top priority. On the other hand, effective time management plays a vital part in combating procrastination. Managing your time effectively can help you to feel in control of your workload, increase productivity and improve the quality of work. Meeting deadlines will help you to generate confidence for the next set of tasks. Ample time in preparation of reports gives you the opportunity to proofread the entries and it will ensure the correctness and completeness of the data. To monitor the accomplishment of each activity, creating a to-do-list and checking things off as you go. It will give you a sense of accomplishment and will keep the fire burning to do things within the given period of time.

There are many different techniques that can be used to manage your time. With the help of motivation and effective time management you will be able to overcome procrastination that affecting the quality of work.

*References:*

<https://mcgraw.princeton.edu/undergraduates/resources/resource-library/understanding-and-overcoming-procrastination?fbclid=IwAR3IeO4tDSbO6567bAkhlk8Pdx-KxWBketMsXou4aLukdcZGK4x8Hx34tA>