Happy 2018! The holidays are firmly behind us, but the year is still (relatively) shiny and new, and hey...how are those productivity <u>resolutions</u> coming along?

If that question makes you queasy, don't worry: you're not alone. According to USNews, <u>80%</u> of New Year's resolutions fail by the second week of February, but there's still time to turn it around!

Look: we're all trying to fight our inner sloths. When you procrastinate, though, you're ultimately causing *more* stress. The work doesn't go away, but the time you have to *complete* it does.

Here are some key factors that can hold you back, plus a few tips for fighting them and achieving your productivity goals in 2018.

#### What's Got You Stuck?

## Impulse Control and Your Ideal Future Self

We've all been there: you promised yourself that you'd finish up some work after dinner, but you just started a new show on Netflix. A few more episodes can't hurt, right?



"I'll definitely be able to get this done tomorrow morning before the meeting"

Instant gratification can be a more compelling sell than future rewards, and we're often <a href="https://example.com/overly-optimistic">overly-optimistic</a> about our future self's ability to manage time and stress.

# **Impostor Syndrome and Perfectionism**

Impostor syndrome can be particularly insidious in the tech industry, and it goes beyond occasional doubt or new job jitters. If you have trouble believing in or taking credit for your successes, and you hold yourself to impossibly high standards, you've experienced symptoms of impostor syndrome. If you can't make it perfect, why even start, right?

## **Moving Beyond Procrastination**

## **Technology is (Sometimes) Your Friend**

It can be easy to lose hours online in emails, social, and "research," but the internet isn't always your enemy. Apps like <u>SmarterTime</u> can help you figure out where you're losing valuable time. Collaborative project management tools like <u>Trello</u> make it a breeze to break big jobs into smaller steps. For recurring tasks, consider a to-do list—we like <u>Todoist</u>.

#### **Use Your Team**

External deadlines can be major motivators. Telling others your goals can help you hold yourself accountable (and after all, we're all about partnership here at <u>BSP</u>). Be careful, though, and *start small*. Overpromising and under-delivering can also contribute to a negative feedback loop.

### **Channel Confidence**

When you're about to start a new project, think of how your most accomplished friend would carry themselves, and act accordingly. Faking confidence in yourself is a great way to move past the barriers that impostor syndrome can place in your way.

### **Be Kind**

Ultimately, future you is still *you*, right? If you can remember to be kind to your future self when you're tempted to put off an intimidating task, it's often much easier to get started. Focusing on progress, not perfection, can help keep you and your team on schedule.