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If you are procrastinating a little too much, maybe that's because you make it easy to procrastinate. Identify your browser bookmarks that take up a lot of your time and shift them into a separate folder that is less accessible. Disable the automatic notification option in your email client.

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One word of advice: follow the KISS principle (Keep it Simple, Stupid). If your organization system is too complicated, it will become just another task to avoid. Get a calendar: Make sure it has room to write notes in it. Make a to-do list: Make a list of what needs to get done. To stop procrastinating, get clear on the outcome you want and lay out the first step you can take, however small. Commit to the task. Focus on doing the work, not avoiding the work. Write down the tasks you need to complete and specify a deadline for completing the task in.

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