

## **Hints for the Management of Perfectionism**

Appreciate the desire for excellence.

Don't be ashamed of perfectionism.

Acknowledge feelings of frustration.

Explore ways of managing the frustration that build self-respect.

Understand that high ideals and exacting standards serve a purpose that can be used positively.

Practice a compassionate understanding that it hurts when these ideals and standards cannot be attained.

Do practice making choices about what tasks / assignments etc will get the "perfectionist treatment".

Not everything requires that exacting attention to detail and sustained effort.

Settling for less than the best is often an okay choice.

Recognise when you have high standards and you are communicating that to others.

Try not to expect your high standards of others.

Understand that they won't always appreciate why you want to do it again.

Recognise that they will have other things that they want to do.

Keep striving when the first attempt does not meet your standard.

Remember that excellence takes persistence, time, and very often requires fine attention to detail.

When the going gets tough, keep going.

Remember that managing frustration is part of the deal.

Excellence comes after negotiating obstacles, delays and the odd impasse.

Do NOT punish yourself or others for failing to meet the high standard, complete the task or for taking a sidetrack.

Encourage the art of graciously learning from experience and allow time for this to occur.

Hold on to ideas and reinforce the belief and the ability to reach them.

Keep in good focus the fact that there are pleasurable and uncomfortable aspects of perfectionism.

Encourage the choice to use the drive for perfection or excellence in healthy ways.

Deal with the pain of perfectionism courageously.

Get support from others when the pain and frustration feel overwhelming.

Find someone who can help you learn how to reinforce your emotional and psychological robustness.

Do problem-solve, work hard and learn the art of being emotionally and psychologically robust.

***Every bounce in the air begins from a point on the ground.***

## **Hints for the Management of Procrastination**

Work out what sort of procrastinator you are. Are you avoiding because of: boredom, lack of genuine interest, fear of failure, being overwhelmed by the scale or doubt that you have the skill required?

Is perfectionism an issue for you? What are you really avoiding?

Would you rather be somewhere else doing something else? Why?

Review your choices and motives when you are responding to the feeling that you "have to do something". Make sure that the goals you are following are your own.

Learn to prioritise and work out what is really important to you. Make sure you are clear that you are taking responsibility for your choice of action.

Learn to identify the feeling of "overwhelmed".

Learn some strategies to identify the smaller parts of the task or process. Chunk it!

Start with a smaller manageable component and build your confidence by doing what you know will be easier first. Take each part one step at a time.

Reward and congratulate yourself for each small step along the way.

Try to identify a realistic time frame for the task or project and then allow yourself a little more time for the unexpected delays and frustrations.

Allow yourself to make a start no matter how little time you have to begin. Don't dismiss what can be done in 10 minutes or less. Make the most of even brief periods of time by focussing on tasks that fit the time frame.

See cleaning your room and sorting your notes as a part of the process of preparation.

Remember that if you prime your mind for a task by thinking about what it involves you will be giving your self a head start.

Do schedule regular breaks and relaxation time. Missing out on fun, friendship and family connections might lead to feelings resentment and then you might feel rebellious and stubborn about doing the tasks and that becomes a psychological resistance.

Optimise your chances for success by making sure you have, at minimum, the resources you need to make a start.

Practice persistence. Have a go and then have another go and then another. Respect what effort you make no matter how little or trivial it seems.

Use brainstorming strategies to make a beginning. Resist the urge to be self-critical. Counter negative self-talk and find alternate ways to think about constructively evaluating what you do.

Allow yourself to just write and leave the editing until the second draft.

Acknowledge when you have made a choice to put something off until later and then schedule a time to do it in the near future.

Don't cheat yourself by copping out of the promise to do it tomorrow.

You will respect yourself a little more when you make a start and even more when you persist.

Know how to fuel your interest and curiosity.

If you don't know how to make yourself interested in something seek out a person who can help you find out how to learn for the value of the learning and not just for a grade.

***Chunk the task – Start Now – Plan to Follow-up until it is finished***