

Illustration: Hadley Hooper  
"When we are committed to claiming the moment, we look upon, create, and invent our ordinary experience as something extraordinary." —life coach Debbie Ford



## Delay tactics

Here's how to quit dragging your feet and just get it done.

By Arianne Cohen

I have a confession: I procrastinated badly on this article. Instead of writing, I rearranged my living room, cleaned my house, planned a vacation, and napped. Like most procrastinators, I wasn't idle—I was just doing something else. I'm not alone. "Everyone procrastinates. Everyone," says ➔



## Stay on track

These resources will help you break out of the procrastination rut.

### **MyLife Organized**

A task outliner and to-do-list manager that helps you prioritize your work and personal projects. For Windows and PocketPC; \$46 at [www.mylifeorganized.net](http://www.mylifeorganized.net).

### **Dark Room and WriteRoom**

Need to write something? These programs turn your computer into a full-screen typewriter, eliminating e-mail distractions. For Windows and Mac, respectively; free download at [www.hogbaysoftware.com](http://www.hogbaysoftware.com).

### **Temptation Blocker**

Block your computer from certain programs—like that time-sucker known as e-mail—for a set period of time. For Windows only; free download at [www.sourceforge.net/projects/temptblocker](http://www.sourceforge.net/projects/temptblocker).

### **TaskCapture**

Figure out where your time's going. This program automatically monitors how long you spend working on files. For Windows and Mac; \$79 at [www.captureworks.com/taskcapture.htm](http://www.captureworks.com/taskcapture.htm).

### ***The Now-Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play* (Penguin Group Inc.; \$14.95)**

This workplace classic (updated this year) by Neil Fiore, PhD, uses a quiz to identify your procrastination habits, and then shows you how to eradicate them.

### ***Procrastination: Why You Do It, What To Do About It* (Basic Books; \$15.95)**

This humorous book by Jane B. Burka, PhD, and Lenora M. Yuen, PhD, helps you understand your motivation (or lack of it) and fix the lateness habit. 