

ATTEMPTING TO DO THINGS PERFECTLY Don't try to do things perfectly, just focus on doing them well. Striving for perfection can lead to fear of failure, procrastination, or difficulty finishing due to delays until it is "perfect." Effective individuals strive for excellence—not perfection. In most cases an 80% job is all that is necessary to accomplish the task appropriately. Does that inter-office memo really have to be perfect every time? Is it really the end of the world if there is some dust on top of the TV? There are some rare tasks worth doing as close to perfect as you can, and those should relate closely to your high priorities. Abandoning the need for perfection on unimportant tasks will save you valuable time and energy that you can invest in what is really important.

WORKING AGAINST YOUR BODY RHYTHMS Sometimes we slow ourselves down or lower our effectiveness by failing to heed the rhythms of our bodies. If you are a morning person, have you ever tried to finish an important report late at night to meet a deadline? Remember how hard it was to stay awake and focused? If you are a night owl, can you recall how difficult it can be to try to effectively plan your day at the crack of dawn? Pay attention to your body rhythms. Schedule difficult, challenging tasks for the times when you are most alert and energetic. If you are a morning person, do the difficult, energy-consuming tasks early in the day. If you are a night person, save the challenging projects for the evening. Save the easy, routine tasks for times when your energy is at low ebb, which is mid-afternoon for many people.

FAILING TO RECHARGE YOUR BATTERIES Effective individuals work hard, play hard and know when to relax. Rest and relaxation are essential to keeping your energy level up so you can be productive. Working until you burn out will only slow you down and limit your effectiveness. Take short breaks to refresh and revitalize, particularly if you notice your concentration faltering. Sometimes engaging in a **power nap**, shutting your eyes for about twenty minutes and reclining in your chair, is all you need to perk up. Nadja Sayej (2016) reported on the installation of power nap pods on college campuses such as the University of Miami to enable students to refresh themselves. Or take a five minute walk around your workplace and step outside for some fresh air. Likewise, all work and no play is a sure way to maximize stress. Make time for relaxing activities and fun. Don't be afraid to occasionally take a day off to recharge and revitalize. We refer to this as a "mental health day," a day off to prevent getting sick while increasing your energy for work.

FEELING THAT YOU ARE RESPONSIBLE FOR EVERYTHING Is your motto, "If you want it done right, then do it yourself?" If so, you may often find yourself bogged down by insignificant tasks that you could easily delegate. Delegating tasks to others at work or at home is an investment that could really pay large dividends of time later on. What if others don't do those tasks perfectly or as well as you can? If there are no major consequences, then don't

sweat it. Give feedback for improvement and put your focus on the important aspects of your own work. Remember, *perfection for the sake of perfection is a total waste of time.*

If you are in a situation where you have no one to whom you can reasonably delegate any of your tasks, consider that effective individuals can say "No" to low priority items or requests from others which distract them from completing work that is really important. Remember that spreading yourself too thin detracts from your effectiveness.

GETTING STUCK WAITING One of the most notorious wastes of time is getting stuck waiting; whether at the doctor's office, a checkout line, or stuck in traffic, these common, insidious little delays add up. They rob you of time that could be better spent accomplishing something or enjoyed in a relaxing or pleasurable pursuit. Have you ever wished to find an extra hour in your day? Using waiting time constructively or reducing it can help you to find that magical "25th hour" in your day.

Sometimes it is possible to reduce or eliminate waiting time. For example, you could call ahead to your physician's office before a scheduled appointment to check whether the doctor is on time, or as is usually the case, behind schedule, and then adjust the time you leave accordingly. Or you could choose to purchase groceries when the supermarket is not crowded.

Waiting may be a fact of life but wasting time while stuck waiting is not. If you anticipate that you will need to wait, come prepared. Small chunks of time often offer great opportunities to complete quick, routine tasks. For example, while waiting at the dentist's office, use that fifteen or twenty minutes to pay bills, read your email, or answer a text message. If you are at work and are waiting on someone else, switch to other tasks rather than watching the clock in frustration. When waiting at the offices of others, bring portable work with you that you could do while waiting. Laptops and cellular phones are the perfect tools for this situation. One of the authors actually spent a significant amount of time writing this chapter while in the waiting room during her daughter's orthodontist visit. Remember, found time is like found money.

Questions

1. Which of the following suggestions will help you manage your time wisely?
 - A. Ignore your body rhythms
 - B. Finish trivial busywork first to clear time to focus on important tasks
 - C. Break a large project into doable chunks to decrease feeling overwhelmed
 - D. Spread your focus and multitask as much as possible

2. Information overload _____.
 - A. facilitates efficiency
 - B. facilitates effectiveness
 - C. helps decision making
 - D. impedes decision making

3. Effective time managers _____.
 - A. always strive for perfection
 - B. schedule tasks to correspond to their personal body rhythms
 - C. give the highest priority to tasks deemed important to others
 - D. do not bother making lists of things to do

4.5 Enhancing Volition: Prioritizing for Accomplishment

Explain how dividing your tasks into quadrants can lead to effective use of time.

Time is our most precious commodity and none of us really know how much we have. Yet we do know it is a limited amount. How we spend our time should take into account what we truly want. As Covey, Merrill and Merrill describe in *First Things First* (1994), you need to ask, "Am I doing the right things?" before "Am I doing things right?" The system popularized by the late Steven Covey approaches this issue from a different perspective than traditional systems of managing your time. He recommends that you organize your schedule around priorities rather than prioritize your schedule. The first step is to consider what is really important in your life, which you can use as your guide to determine current and future priorities. Covey recommends dividing your work tasks and projects into four categories (or quadrants) as illustrated on the next page.

The two aspects that define any activity are its urgency and its importance. Things which are urgent, such as a ringing phone, demand to be attended to immediately, or at least very soon. Urgent matters are often popular or important to others, but they may or may not be important for you. Covey further recommends that you define importance based on how closely an activity is tied to your goals and desired results. Urgent activities call for a quick reaction. Tasks that are important but not urgent typically require more initiative and proactivity. If you have not defined your goals and therefore are unclear as to what is important to

you, it is very easy to be swallowed up by urgency. That is why it is so important to develop your personal mission statement and attempt to live by it. Chapter 8 contains instructions for developing your personal mission statement.

Quadrant I Urgent and Important

Crises
Pressing problems
Projects with deadlines
Some meetings
Some preparations

Quadrant II Non-Urgent but Important

Proactive activities
Long-range planning
Networking
Relationship building
Prevention/Maintenance

Quadrant III Urgent but Not Important

Interruptions
Some phone calls
Some meetings
Some reports/some mail
Many pressing matters

Quadrant IV Neither Urgent nor Important

Busywork, trivia
Some phone calls
Some mail/junk mail
Pleasant activities

Quadrant I tasks, both urgent and important, typically take the form of crises or problems which require immediate attention. Although we all have some Q I activities in our work lives, many people are consumed with Q I work and are beset with problems all day long. While the demands of any quadrant could potentially be stressful, clearly it is Q I activities that contain the greatest potential for raising your stress level. It is not surprising that individuals mired in Q I are more prone to burnout. And the more time spent in Q I, the more it expands, because you are not taking the time to be proactive and prevent future problems. When overly immersed in Q I work, the tendency is to escape to the more mindless, easy Quadrant IV activities. While that might provide a temporary breather, it does little to set the stage for a meaningful decrease in Q I and its inherent stress.

When people spend a lot of time in Quadrant III activities, urgent but not important, it is usually because they assume that these tasks are really important and lie in Q I. This is based on being influenced by the expectations of others, because the matter is urgent or important for them. That does not necessarily mean that it need be urgent or important for you unless it fits with your goals. Quadrant IV activities are often pleasant and offer an opportunity to take a break. Be wary of spending the majority of your time in Q III or Q IV, for that leads to irresponsibility. Successful, effective people minimize time spent in

Q III or Q IV, saving that for mini-breaks, because urgent or not, they are not important.

The key to effective personal/time management is to maximize time spent on Q II activities which are important but not urgent. This involves work which is proactive and preventative such as long term planning, preparation, networking and building business relationships, establishing long term goals, and preventative maintenance, along with maintaining your health and personal relationships. These are all things we want to do, and know we should do, but tend to put off because they are not deadline driven. But it is only by engaging in Q II activities that you can shrink the stressful Q I, by preventing crises and problems in the first place, thereby increasing your effectiveness. This is all about exercising the signature strength of caution and discretion by thinking ahead, deferring gratification and engaging in long term planning for your future.

Initially, the way to spend more time on Q II activities is to subtract time from Q III and IV. Increasing your emphasis on Q II requires proactivity, that you make it a priority to attend to important tasks that relate to your life goals, even if these tasks are not deadline driven or urgent. Obviously you cannot ignore Q I, but it will begin to diminish once you increase your Q II proactivity. In order to lessen time spent in Q III and IV, you have to learn to say "No" to some activities, even if important or urgent to others, or to delegate. This may require that you strengthen your assertive skills which we will address in Chapter 10. A ringing phone is a typical example of a Q III situation. It urgently demands that you interrupt your work to answer and respond, but often the calls are only important to the caller. The perfect example of this is telephone solicitation. Our method for handling such calls is short and sweet. We diplomatically state, "Sorry, we don't accept telephone solicitation," and hang-up immediately.

The focus here is on determining what is really important to you, on what you want to accomplish and what type of person you want to be. This helps to address the gap that many people perceive between the way they spend their time and what is really important to them. Too often we fall into the trap of focusing on our schedule, which can lead to perceiving other people and relationships as interruptions or barriers to efficiency. It is impossible, not to mention unwise and unfulfilling, to be efficient with people. You can be efficient with things, with writing reports, housecleaning, or errands, but being in relationship with other people is not about cutting corners, delegating intimacy to others, or setting limits on conversation. If a significant other is upset and needs to spend some quality time with you, scheduling a ten minute appointment to fit him or her into your schedule isn't the way to proceed. The advantage of this system is that it focuses more on results and on your relationships.

The Global Perspective

The Time Is Now

The lessons gleaned from Covey's time management quadrants are especially relevant when we consider the best approach to many global problems. That is, the only way to prevent many QI crises is by focusing on QII long term planning and prevention. Are humans utilizing the resources of the planet in a way that is not sustainable? By this we mean, are we are meeting our present needs for food, water, energy, and various manufactured goods in such a way that future generations will be unable to meet their needs?

On a planetary scale, humans now exceed the earth's carrying capacity. We are drawing down natural stocks of water in Earth's aquifers, soil in Earth's agricultural lands, timber resources in Earth's forests, and fish in Earth's oceans. We are also exceeding the "capacity" of Earth's atmosphere to absorb our wastes as evidenced by ozone thinning, acid precipitation, and climate change. Slowly but surely these overdrawn natural capital accounts will come due.

*Developing Ecological Consciousness by
Christopher Uhl pg. 147*

Most of these changes are not readily visible to the untrained or inexperienced eye. In this country we still have ready access to drinkable water and energy. But in many places in the world hours a day are spent just gathering wood and water to survive another day. Thus, what might seem to us to be long term considerations that are important but not urgent are in reality important and urgent elsewhere. Since we are so interconnected, the crisis affecting the poorest among us really will affect all of us eventually. In Jared Diamond's (2005) book, *Collapse*, he notes that the difference between civilizations that

failed and those that weathered environmental crises was the ability to realize the causes of the crisis and then take proactive action.

So, it appears that we cannot continue on as we have been or we risk everything, not necessarily for ourselves but for our children and our grandchildren. But we cannot live only in a crisis mode. Thus we are brought to a further consideration of time and values. How will we use the time we have and to what end to reduce crises with which we have to cope? While we worry about whether or not there is a viable future for humans on the planet, could it be that our preoccupation with progress and acquiring wealth and possessions has taken us away from the most important time – NOW. Might we need new priorities? However, it is our inability to stop and engage our senses in the present moment that prevents us from remembering what is most important in life. Until we can come to some agreement as human beings about what our priorities are, we cannot enact a coherent plan.

Taking time to slow down, to meditate, contemplate, and appreciate is how we can discover our personal priorities. Talking to people from other countries and cultures and cultivating an understanding of what they value is the beginning of finding a common ground and purpose. A global citizen values establishing a dialogue with others. These are all activities that are extremely important, but not necessarily urgent. However, the failure to do them will no doubt make them important and urgent activities.

There is no lack of individuals who feel that the only way humans will change their ways is when they face a severe crisis. Perhaps, they are right. What do you believe? When you take the time to be silent and fully immerse yourself in this moment, what do you want for yourself and your children?

Questions

1. Covey recommends ordering your work tasks based on _____ and _____.
 A. importance; unimportance
 B. urgency; non-urgency
 C. urgency; importance
 D. size; goals

2. Covey's time management system involves organizing your schedule around _____.
 A. efficiency
 B. your priorities
 C. your bosses' priorities
 D. what will get you a raise

3. In order to maximize time spent in QII activities, you must be _____.
 A. a perfectionist
 B. hard-working
 C. proactive and assertive
 D. focused on finishing busywork

4.6 Enhancing Volition: Overcoming Procrastination

Understand the causes of procrastination and methods for overcoming the habit.

For many people one of the most notorious enemies of optimal functioning and accomplishment is **procrastination**. "Never do today what you can put off until tomorrow" is the motto of the procrastinator. We all procrastinate at least some of the time, to one degree or another. It becomes a major problem in your work, academic, or personal life when important tasks or responsibilities are left undone or are completed in a slipshod manner because inadequate time was left to complete the task properly. Gura (2008) estimated that 15 to 20% of American adults routinely put off activities that should be accomplished in a timely manner. Steel (2007) conducted a meta-analysis which indicated that a whopping 80 to 95% of college students, whose lifestyles often mix packed academic schedules with social distractions and/or work obligations, are plagued with procrastination issues.

Whether putting off the start of a term paper until tomorrow because it creates anxiety or delaying a task like cleaning your room because it is boring or overwhelming, procrastination provides a convenient escape from anticipated unpleasantness. Procrastination lowers anxiety in the short run due to the relief you feel from task avoidance. But it greatly increases your stress in the long run as tasks pile up or time runs short. Meanwhile, you are sabotaging your effectiveness the longer you delay. Researchers Diane Tice and Roy Baumeister (1997) examined procrastination among college students and adults and found that those who delayed seemed to benefit in the short run from their laissez-faire, casual attitude, but this advantage was very short-lived. They found that procrastinators had higher levels of stress, poorer physical health, and lower academic achievement. When it came to the quality of specific academic assignments, procrastinators typically spent a lot less time and produced inferior work. In addition, procrastination often carries other penalties as well, in terms of finances, career advancement and relationships. According to Gura (2008):

Experts estimate that 40% of people have experienced a financial loss because of procrastination, in some cases severe. In 2002 Americans overpaid \$473 million in taxes as a result of rushing and consequent errors. And American's dearth of retirement savings can be attributed, in part, to people putting off putting away cash . . . In 2006 psychologist Fuschia Sirois . . . reported in a study of 254 adults that procrastinators had higher stress levels and more acute health problems than did individuals who completed jobs in a timely manner. (Scientific American Mind, p. 28–29)

Is procrastination a problem for you? Take a moment to complete the following scale to see how you compare to other undergraduate students.

The Procrastination Scale

For each statement, use this scale to indicate whether or not this is characteristic of you.

1 = *That's not me for sure* 2 = *That's not my tendency* 3 = *That's my tendency* 4 = *That's me for sure*

- 1. I needlessly delay finishing jobs, even when they are important.
- 2. I postpone starting on things I don't like to do.
- 3. When I have a deadline, I wait until the last minute.
- 4. I delay making tough decisions.
- 5. I keep putting off improving my work habits.
- 6. I manage to find an excuse for not doing something.
- 7. I put the necessary time into even boring tasks, like studying.
- 8. I am an incurable time waster.
- 9. I am a time waster now, and I can't seem to do anything about it.
- 10. When something is too tough to tackle, I believe in postponing it.
- 11. I promise myself I'll do something and then I drag my feet.

- 12. Whenever I make a plan of action, I follow it.
- 13. Even though I hate myself if I don't get started, it doesn't get me going.
- 14. I always finish important jobs with time to spare.
- 15. I get stuck in neutral even though I know how important it is to get started.
- 16. Putting something off until tomorrow is not the way I do it.

To obtain your total score, first reverse your responses for items 7, 12, 14, and 16 (where 4 = 1, 3 = 2, 2 = 3, 1 = 4). Then add up the numbers for all 16 items. Scores range from a low of 16 to a high of 64, with higher scores reflecting a greater tendency to procrastinate. The average score for college undergraduates is approximately 40, at the midpoint of the scale. How does your score compare?

4.6.1 Why Do We Procrastinate?

Tice and Baumeister (1997) remind us that procrastination, like other self-defeating behaviors, is fueled by short term benefits with many long term costs. The main cause for procrastination is **low frustration tolerance** (Ellis & Knaus, 1977). You need to accept the fact that to receive future rewards you often need to undertake present discomfort. In essence, you need to be able to defer gratification. In the positive psychology literature the ability to defer gratification is referred to as **self-control**. A wealth of studies of **self-control**, such as the marshmallow research, underscore the importance of this for academic and job success.

Low frustration tolerance is based on the irrational notion that present pain or discomfort is "too hard to bear." This belief that you cannot stand present pain for future gain enables you to continue your delay tactics. This can be a very debilitating cycle. Again, everything hinges upon what you tell yourself about the "onerous task." In order to overcome procrastination you need to begin by utilizing cognitive restructuring to identify your irrational thoughts and then replace them with thoughts that promote productivity. If your frustration tolerance is adequate, you will take the temporary discomfort in stride and conclude that, indeed, the task may be aversive, boring or anxiety provoking, but "So what?" Where was it decreed that you have to like everything you do? After all, the task will not go on forever, particularly if you start now. If you tell yourself that it may be unpleasant, but so are many things that you easily survive, it will help you to persevere. If you remind yourself that there actually may be aspects to the task that could intrigue or benefit you, it can give you the wherewithal to get started.

For example, if you are avoiding beginning and/or completing a certain project at work or school, it is likely that you are thinking (on either a conscious or unconscious level) one or more of the following irrational and ridiculous thoughts: (1) that you will be totally miserable the whole time you are working on this task; (2) that you cannot possibly bear the torture of this duty; (3) that it is entirely unfair and sadistic for your boss or professor to foist such a terrible assignment upon you; (4) that you cannot possibly enjoy any part of this project; (5) that you are destined to fail horribly at this task; or (6) that if you rebel you will get a hero's acclaim down the road. In place of these self sabotaging statements

you can choose to substitute the following: (1) that you can choose not to be miserable; (2) that you certainly won't die from working on this task so of course you can stand it (no doubt you have endured much worse); (3) your boss or professor's goal is not to ruin your life; (4) perhaps some aspect of the work could prove reasonably interesting; (5) there is no guarantee that you will fail, and it is not the end of the world if you don't succeed in everything; and (6) the one you hurt the most by delaying is yourself.

Many people believe that if they wait until they feel more like doing the avoided task, they will be able to finally get moving. Actually, the reverse is more often true and certainly more effective because if you wait around for your feelings to change, you could wait forever. But if you change your behavior, your feelings will change to match your new actions. This reflects the important psychological tenet: *attitude change follows behavior change*. When you behave differently you tend to feel differently, as emotions tend to shift to fall in line with your actions. Therefore, acting in a timely, efficient, and productive manner, even when you don't feel like it, helps to create the motivation to continue working and can lead to increased task enjoyment. At the very least you can enjoy the fact that you have finished the task and it no longer hangs over you.

Some people delay because of a misguided belief that they work best under pressure, that they even need that rush of a last minute deadline to get started. Some even believe that it is only through procrastination that one can finally get enough adrenalin pumping to have a true "flow experience." If you are someone who believes that you do your best work under pressure, then we hate to burst your bubble, but there is quite a bit of evidence to the contrary. According to Lee (2005), as cited in Gura (2008), procrastination does not facilitate flow. Lee surveyed 262 students and found that procrastinators tended to have less, not more, flow experiences.

4.6.2 Six Steps to Overcoming Procrastination

The following six steps provide tried and true, research-based approaches for enabling you to overcome your tendency to procrastinate ranging from how to get yourself over the hump to begin (often the hardest part), how to sustain your progress when stymied and how to ensure you will finish.

THE BITS AND PIECES APPROACH One of the best antidotes to procrastination is to break tasks or projects down into doable chunks. Are you prone to letting tasks pile up until you feel overwhelmed? You might feel as though you need to accomplish an entire task all at once, and this can become an overwhelming undertaking. Giving yourself permission to do just one small piece can get you started and provide the necessary momentum for completion of the whole project over time. By using the bits and pieces approach you can whittle down unfinished tasks and finish parts of projects, and eventually the entire project. Once you start a small part of a task and get into the swing of it, you might discover that you feel

like finishing the whole thing, especially if it goes faster or smoother than you had anticipated. Or you can use your energy to switch over to another avoided task which may prove to be easier once you have built up positive momentum from the former, especially if the tasks are related.

Peter Gollwitzer (1999) encourages procrastinators to create what he terms implementation plans, which involve approaching complicated tasks by converting doable chunks into short term goals. For example, when revising this chapter for a recent edition of this text, the author devised a set of sequential goals with each representing a doable chunk or step. The goals were as follows: (1) conduct an internet search to find new research and applications; (2) review the chapter and decide what to delete; (3) rewrite the beginning of the chapter based on a new theoretical approach; (4) add relevant new research, techniques and theory; and (5) proof read the chapter. Each step took several hours.

Gollwitzer recommends using an implementation plan to get started because such a plan tells you when, where and how to start by linking a specific situation to a specific response, such as, "When situation x arises, I will perform response y." Gollwitzer and Veronica Brandstatter (1997) asked college students to identify two projects they hoped to complete during their holiday break, an easy one and a complicated one. With regard to the difficult projects, two thirds of those who formulated implementation plans had finished their projects. Almost all of those who did not make plans did not finish their projects. The presence of a plan for the easy projects was not related to task completion. Thus, such plans are especially useful for difficult or complicated tasks, especially if you tend to procrastinate. Owens and colleagues (2008), as cited in Gura (2008), demonstrated that procrastinators at Hofstra University who formed implementations plans were eight times more likely to follow through than subjects who had not formed such a plan.

GETTING ORGANIZED Lack of organization contributes to procrastination, for when you approach your work in a disorganized fashion, tasks feel more overwhelming and generally take longer to accomplish. Follow the suggestions from earlier in the chapter regarding:

- a. *Make a To-Do list.*
- b. *Create a realistic schedule.*

Smart scheduling can also thwart procrastination. Dan Ariely (2008) in his book *Predictably Irrational* recounted an instance where, when teaching at MIT, he asked students in an education class to set their own deadlines for three papers due that semester. Ariely set penalties for papers turned in after the self-imposed deadlines. Despite the penalties, 70% of the students chose to set their deadlines spaced out over the semester rather than clustering all the due dates at the end. In other words, they chose not to procrastinate. Those who chose to space out the deadlines performed better in the class, on average, than the students who left all their work for the end of the semester. According to Ariely, by imposing the staggered deadlines those students became better performers.

c. *Do it when you think of it.*

d. *Modify your work environment.*

Your work environment can be conducive to getting down to business or it can promote procrastination depending on how you arrange your work space. Remove as many distractions as possible from your work sphere. Take an hour to clean up your desk or work space. Throw out all unnecessary papers or paraphernalia.

e. *Block off escape routes.*

Put your cell phone on silent, close your door, turn off the TV, pull down your window shades. Arrange your work station so you have all the materials you need to get started. That way you avoid getting up, and possibly getting distracted, to get various items.

THE FIVE-MINUTE METHOD You can use this technique to start a wave of positive momentum. Pick that task or project that you have been delaying starting and agree to start and work on it for just five minutes. At the end of this time period you can stop or you can ask yourself whether you are willing to invest another five minutes. Do this as a non-demand procedure and follow your sincere inclinations. You do not have to work beyond the first interval, but if you are like most people, once you have gotten past the first five minutes you will probably find that you can easily continue, as getting started is often the hardest part. So you can work for another five minutes, and perhaps another, and before long you are working steadily. Many people find that once they get started it is far less onerous or aversive than anticipated. Once a significant amount has been done, the drive for completion kicks in as you want to get the task finished and behind you. Likewise, when you complete one task it is often easier to switch over to other long postponed activities (particularly if related to the first task) due to the build up of positive momentum.

Timothy Pychyl (2000) advises procrastinators to “just get started.” He explains that the anticipation of the task typically is far worse than the actual task itself. To demonstrate this fact, he gave 45 students pagers and checked in with his subjects 40 times over the course of five days to inquire about their moods and how often they were putting off a task that had a deadline associated with it. He found that when his subjects actually got down to doing the task that they had been avoiding, their perceptions of the task changed significantly. Frequently they reported that they actually enjoyed working on the task.

DON'T WAIT FOR INSPIRATION

Genius is 1% inspiration and 99% perspiration.

Thomas Edison

People who procrastinate when faced with a creative endeavor often delay, waiting for that moment of “inspiration” to overtake them before they begin.