Indian Institute of Technology Kanpur National Programme on Technology Enhanced Learning (NPTEL)

Course Title Enhancing Soft Skills And Personality

Lecture – 08 Handling Delay -1: Understanding Procrastination

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Hello hi welcome back to my course on enhancing soft skills and personality.

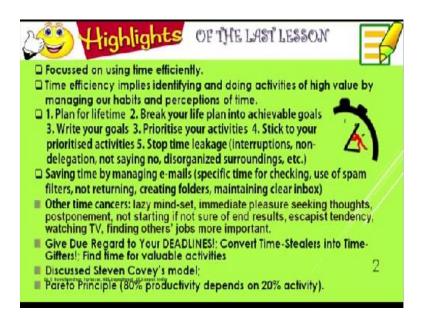
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I am Ravichandran from IIT Kanpur, I am giving this lecture and the lesson to improve NPTEL moved format. We are already in second week and today we will go to the third unit of second week and on the whole this will be the eighth lesson. This week we started with very important aspect of soft skills and personality development and enhancing the personality along with developing it that is with regard to how we deal with time.

So we started with managing time and in this lesson in particular let us see how you can handle delay, so if you are able to handle delay you will be able to manage time almost perfectly and in order to handle delay let us try to understand what is procrastination and why do we procrastinate. Now before I start, I would like to give you the highlights of the last lesson, what did we do in the last lesson.

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In the previous lesson we focused on using time efficiently and then what did I mean by efficient use of time, time efficiency itself implies identifying and doing activities of high value and by managing our habits in perceptions of time. Now in order to manage our habits and perceptions of time and to identify high value activities I suggested that you should have a systematic gland, and what are the steps in having that kind of systematized plan, first you should plan for lifetime.

We should not plan for what you will do now moment by moment you have to think as Steven Covey talks about in his 7 habits of highly effective people that he says that he should plan with the end in mind. So you should think of what is going to happen to you after 10 years of your career, 20 years of your career, 50 years of your lifetime what are you planning to do. And having planned then break your lifetime into achievable goals. So you make it smart in the sense,

you make it measureable, you make it effective, you make it flexible, workable and realistic and time bound also.

And then at the same time you try to write your goals, unless you put the goals in black and white on paper, so you will not be able to actually visualize and many people, many successful people have actually kept on visualizing their goals by writing it on the wall before them, on the mirror or even in the bathroom they have kept their goals in small phrases, single line.

And then they kept on remanding themselves having identify your goals and then writing at and then visualizing we should prioritized your activities. Now you have goals objectives but within that there are so many events and activities which are wing for our tension so you should prioritized you should identify the top most one.

Now once you prioritized what is that top most one that needs your attention immediately as far as the value of enhancing your life is concern not the one that is just standing before your and trying to pressurize your time not that but what will happened if you do this and then how will it enhance your life so those are the once that you need to prioritized and then once you prioritized strict to your prioritized activities.

Do not get distracted and take care of kindly cage try to stop the so we spend some quite some time turns of kindly cage suck as interruptions your tendency of not belicating work to someone or not saying no in order to peace people or working in a kind of disorganized the surroundings not knowing where to keep things are not remembering the place in which you kep certain things and then spending so much time and looking for one simple think just like a pencil or a sharpener or a pen or a key okay.

Now these are things which are actually going to leak your time that is available at your disposal another important aspect with regard to our day to day life is now knowing how to say time by managing emails so there again we spend quite some time I said that you should spend some specific kind for checking and you should use a span filters and you should not return to the email again and again in fact you should go to the email only once and then you should decide immediately retouring is again wasting your time you should create folder appropriate once and then maintain important email.

For further reference and keep them in folders the best email maintains will be indicated by maintain clear inbox where if you have nothing in the inbox at least by the time you go to bed or at least by the time you get up so learnt the secrete of marinating your time by marinating emails there are other time consist that we also discuss such as the lazy mind set our tendency to seek pleasure immediately our tendency to postponed about which we are going to spend this lesion as well as the next one.

Now starting if not sure of end results escape it tendency watching TV endlessly and finding other jobs more important than our own jobs okay apart from this I suggested some more tips such as I said that you give due reared to your deadlines okay, stick to it at here to it and then do not miss any deadline and convert time stealers in to time gifters time stealers are the once which come suddenly like a cancel fight okay.

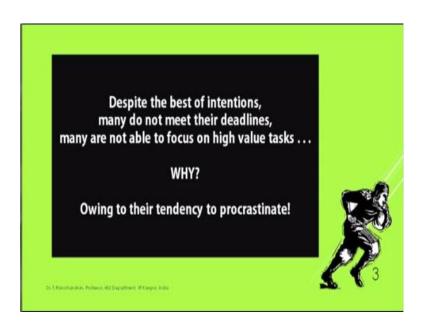
Or a train that is delayed and then you are there and then they just highjack your time because you went there without any preparation but if only you can go with plant activity even during this clam and the time stealers become times which actually gift you unplanned time that comes to you at your disposal and then you can use it for activities which you normally do not do such as like even writing a poem arranging a meeting and all that.

I concluded by discussing with you Steven covey's model of how you should perorates the most important one at the top and the I also trough some light turned Pareto principle which is a very interesting principle which introduce to the concept of 80 20 so 80% of your productivity depends on 20 % of your activity by extension we also discuss that 20% of your problems are the once which are actually giving you 80% of distress now conversely if you look at it 20% of how you waste your time.

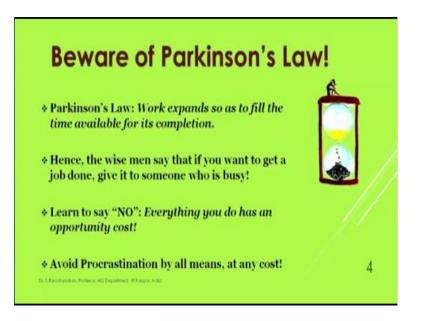
That is the time you delay doing things the time you spend in procrastination can affect 80% if your productivity now is it not worthwhile to look at how we can handle this delay now having

watched the previous lectures on time management some students where asking like okay sir it is easy for you to talk about time management but then we do not know what happens to us despite the best of our intensions.

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We are not able to meet deadlines and then many of us or not able to focus on high value tasks now if you ask why the answer is owing to your tendency to procrastinate okay now this is something you think that you are not aware of and you always focus on thinking that you will manage time but without knowing that this is something that is kill your time without your knowledge sometimes even unintestinally inadvisably so what is procrastination and how ew can handle it. So before that in order to understand procrastination be aware of Parkinson's law. (Refer Slide Time: 09:21)



It is another interesting law what is this Parkinson's law it simply says work expands source to fill the time available for it is completion work expand so us to fill the time available for it is completion what is it mean if I come and tell you that you do this work and you ask what is the deadline I say tomorrow morning without fail otherwise you will through out of the job now even if the work is of a great magnitude that cannot be done even by tomorrow morning.

When a deadline is given you put all your efforts and then you finish it before the deadline, however according Perkins's law if I tell you any time you want to submit any time you want to complete you can complete, now if I say anytime I miss at your disposal the work will never get completed Taylor come and say when I say anytime and when I say that day any time to you I did not mean 5 years.

I thought that you may do it in a month or so, so you are just suiting on that for about 5 years now tomorrow morning if you do not for that I am just going to throw you out of the job and then you get it in tomorrow morning, why did the work expand after 5 years which could be done may be in 5 hours or so, so that is a very interesting law of Suggested by Perkins's so whenever you are given a deadline and then your work will expand so to feel the time available for its completion.

So I tell the students a while giving an assignment and even when you are writing an assignment when we say that this deadline it is Tuesday 11:59 you have to submit it and we say there is no extension possible you do your best and then try to finish it even much before Tuesday or even atleast before the deadline but if we say we may give extension so we may extend it till next week and there is no horrent fast tool that you would finish it within deadline.

So you will never complete it, so still I tell the student when they ask for extension of assignment deadline I tell them nothing is going to happen by extending it by one day or one week because whatever could be done you will be able to do that within the time that I have given you, understand this Perkins's law because you will keep on stretching and what will you do you will feel the time available with unnecessary activities.

Hence the why it says that if you want to get a job return giving to someone who is busy have we heard of this that we say that if at all you want the job to be done immediately they say that give it to this person who is running who is always on the roes who is always busy and he feel with the schedule and deadlines because this person if you give so he knows that okay your friends your boss and you wanted to be done and he is under this small obligation done for you.

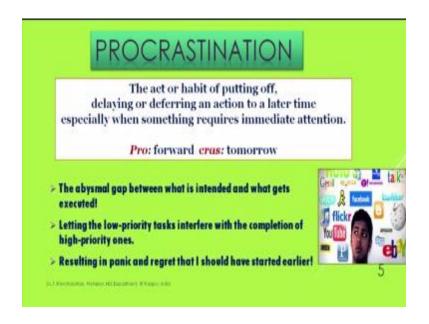
He or she will do it as quick as possible because he or she wants to focus on the task at hand and for the deadline and schedule they have plan for themselves okay, now that is why if you give to somebody who is busy the job will be done if you give to somebody who is easy the job may never get done, beyond with this you should also be aware of the fact which I have been telling you again and again.

That you should learn to say no about which we will spend one more lesson a very the one after the next one and everything you do is an opportunity cause that is something you should realize now instead of completing that assignment somebody is calling you for a movie now it is at a cost of risking your assignment not submitting it in time or trying to do a cut paste and getting caught and then getting 0 in that assignment.

So not getting the work done and detecting later at the cost of enjoying your movie with the friend now, everything you do is an opportunity cost that is at that opportunity movement what you do you are always trying afraid of something else that you could have done it in better manner so avoid procrastination by all means at any cost and you say like all means I say by all your mental emotion and physical means try to avoid it at any cost I literally mean at any cost even you give money to delicate a job, okay.

But get something done in time so at any cost even at any cost even spending some money and not minding some extra expenses but finfish it in the time that is given to you, now why and why should not you delay why should not you procrastinate, procrastination what is it.

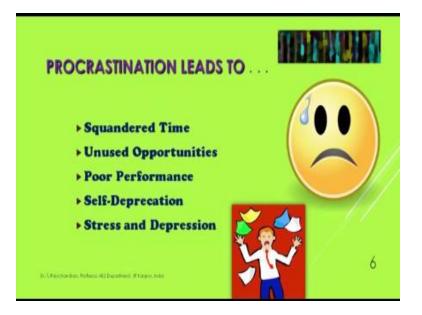
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Now act or habit of putting of delaying or differing an action to your later time especially when something requires immediate attention, so something needs your immediate attention it is on top most priority but you coolly put it off you delay, you defer okay, you keep on delaying it and you think at a later time I can get it done. Interestingly the word is coined from the route row meaning forward crass indicating tomorrow so procrastination your tendency to believe that there is a fast forward in life and then thinking that tomorrow it will be done better and then delaying tomorrow, tomorrow endlessly.

In other word if you want to understand what is procrastination you can say that it is the abysmal gap huge gap between what is intended and what gets executed. So morning you plan that I will finish reading this novel at 12 o'clock midnight when you are dosing of you realize that oh only five pages I could finish what happen okay, so you got distracted and then there were other things, if only sat through continuously you could have finish that novel.

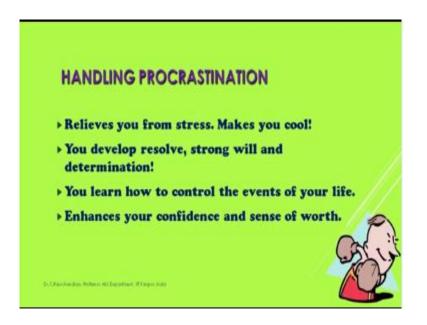
So the abysmal gap it been what is intended and what gets executed so what you thought of doing and what actually you did, so that is indicated by your tendency to procrastinate and letting the low priority tasks interfere with the completion of high priority ones. So that is again a symptom of procrastination, what happens it will obviously result in panic it will give regret and you will regret that you should have start it earlier than the time that you actually decided to work on when it is already too last. What will procrastination lead to?



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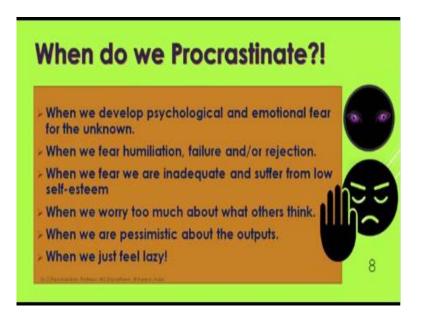
Procrastination leads to squandered time that is you just filter away time when it is with you and it will make you realize about the unused opportunities because of your procrastination it will obviously end up in making you give poor performance, resulting in self criticism and self deprecation casting low self fisting and then feeling too low that you are a useless people and finally giving you stress as well as depression. But if can handle procrastination what are the benefits, how would you feel handling procrastination obviously will relieves you from stress.

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And it will make you cool, it will very peaceful in your inner state of mind, you will develop resolve strength of mind string will and determination you will also learn how to control the events of your life, okay like controlling your life giving a direction having a sense of purpose does not come to you so easily only when you manage time and then you have huge chunks of time left for planning and executing the other goals of your life you will be able to take control of the events of your life. Overall handling procrastination enhances your confidence an sense of worth.

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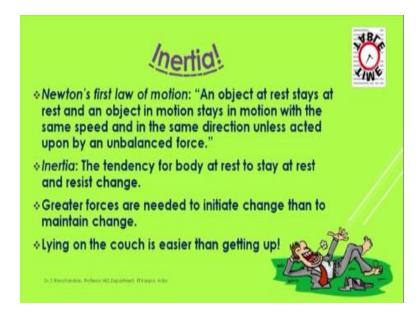
But if you ask me obviously I know all these things about procrastination the advantages and disadvantages but why do I procrastinate why do we procrastinate, when we develop psychologically and emotionally fear for the unknown we procrastinate. When we fear humiliation, failure and or rejection then again we procrastinate. When we fear that we are inadequate and suffer from low self-esteem we do procrastinate.

When we worry too much about what others think oh what will they say about my performance, what will she think of me, what will he do if I behave like this, so all the time worrying too much about what others think will paralyzed you and then it will make you keep on procrastinating any task and when we are pessimistic about the outputs.

So we have a negative mind set and then most of the times we tend to think oh I will work very hard I will do this in time but I would not get the reward, the boss will not price me, I will not get appreciation, somebody else will get it, I will not win the competition now it is important for your own sake that you finish it in time not for anybody else and interestingly what are the other times when the procrastinate even when we just feel lazy.

Many you just feel tired you just feel lazy so you just want to un going sometimes so that is also the time we turn to procrastinate a physical statement by Newton of first law of motion when we talks about inner she actually simply says that when you are just lazy you want to be lazy where you enjoyed or not.

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It is a physical state in which inertia is trying to big at inertia it is not letting you get a so what is Newton to say about inertia in the first law of motion he says and object at rest stays at rest and in object in motion stays in motion with the same speed and in the same direction unless acted upon by an unbalanced force if a person is just resting he or she would like rest and if a person is let say running or moving or doing something in action would like to continue with that action in the same speed at in the same direction unless acted upon by an unbalanced force something else comes and hinders.

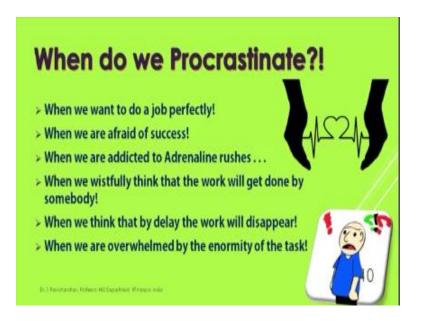
They keep up doing this both one who takes rest and the other one who is inaction so inertia is also a kind of human tendency that emanates in a physical level at the tendency for the body at rest to stay at rest at resist change so you will eat greater forces to initiate change in the body than to maintain change which means when somebody is running it is easy for the person to run or continue running and when somebody is taking rest which rather much difficult for the person to even think of getting up.

So lying on the couch is easier than getting up so that is why people once they are lazy they just lie and then they even for water so they will ask somebody to get it for them continue with the thought as why do we procrastinate when we want to do a job perfectly you may procrastinate because you may be a perfectionist and you want to do the job perfectly you will wait till you get the funding till you get the resources till you develop the skill and when you write that book and you submit that this is even when you finish that work of art you want that to be a mater piece now in the next lecture we will learn how to sort out this kind of tendencies and how to beat procrastinate and overcome.

But understand that even if your perfectionist so you may try to procrastinate and the procrastinate interestingly when they are afraid of success when you are afraid that success can bring it is own pressure and then commitment and responsibility which do want to face right now. And when we are addictive to I will tell in rushes any kind of addiction especially the bad addiction whether it is smoking or chewing gum or watching movies spending time on the net or even just chatting and wailing away your time so anything that slightly gives at mild rush in your brain and then.

Next you feel happy okay make you feel comfortable so those are things that you have to carefully see whether they are acting as procrastinators in your life when do we procrastinate when we be this fully think that the evoke will get done.

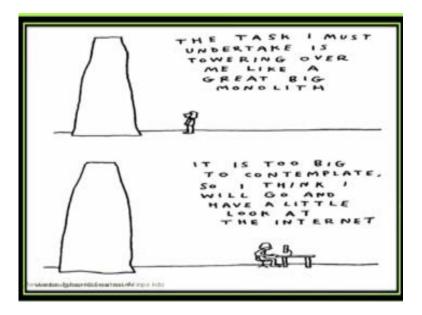
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By somebody so we have inner wish that oh I would not do it but somebody will do it for me we also procrastinate when we think that by delay the evoke will disappear so this really a kind of which full thinking and sometimes even un voice to think that way thinking that if I delay somebody will do but if I delay the work may also not be there okay the work will lose its that timely value and one in not do that at all. So some people even use delay is a kind of strategy to completely sort of negotiate with the work or completely try to negate doing that work at all. And when do we progressed in it when they are over welled by the enormity of that task.

So when they fell that the task is too big and our mind makes a mountain out of a more hill, a very small thing we think that oh it is like the Himalayas you cannot do it, look at this cartoon that I got from the net so it is typifies a progressed in its mind in terms of getting over well in it.

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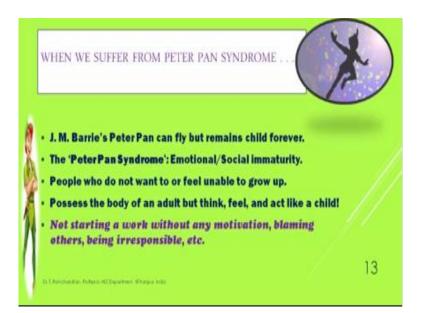


So the person feels okay he says the task I must undertake is towering over me like a great big mono light so what he says and what he thinks it is too big to contemn plate so I think I will go and have a little look at the internet now this little look thinking that I will just spend one minute time and then I will come back okay, the one minute never remains one minute it becomes minutes hours sometimes days and then coming back never happens you endlessly get got in this internet and then as somebody pointed out you lose your focus get easily distracted and you seek solution trivial comfort zones which are available in the net. So somebody called u tube, Wikipedia, twitter, face book etc, weapons of mass distraction. (Refer Slide Time: 27:04)



I would say this mass distraction equals mind distraction so when you yield yourself to this mass distraction you are actually destroying your mind your are destroying your mind you are destroyed your will to do executed job you are destroying your mind to think creatively you are destroying your mind to change you mold you in to your different person so it is important that you should focus and not get distracted. Interesting again when do we progressed in it when they suffer from Peter Pan syndrome.

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Who is Peter Pan what is the syndrome about Peter Pan is a very interesting character created by the Scottish play right G. M. Barry, now the character has been immortalized in so many forms in cartoons and has become a kind of icon for a young child who can fly but actually the child grows up in body as an adult but remains child forever, now the avidity to rive remain child for ever makes this Peter Pan although growing as an adult still thinking and feeling and acting like a child.

So from these psychologies derive the term the Peter Pan syndrome which indicates a kind of emotional and social immaturity. So to indicate people who do not want a feel unable to grow up so you will find that somebody looks so gigantic and form and figure but then the person is just behaving like a child acting like a child feeling like a child so they have the body of an adult abut think feel and act like a child for instance not starting a work without any motivation so if you want a child to do something you say that I will give you chocolate you please do this okay.

If you pass in the exam I will give you this treat if you do this I will give ice cream so not starting a work without any motivation and if something goes wrong so tendency to blame others, so what will a child do it will always say oh I did not do so she came and did this that is

why it broke all through the child might a broken it on its own. So this tendency to avoid a responsibility shirking responsibility being irresponsible and not even letting on this mind to grow up and accept this level of responsibility social obligation and developing emotional maturity.

So that is considered to be peter pans syndrome, so you should ask like do you have this syndrome? Are you behaving like a child? Or feeling like a child by avoiding work? So ten you should realize it is high time that you grow up emotionally, but as a concluding thought I want to tell you that there are always dangerous and delay can even lead to complete delay of something.

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I always remembered this story from Leo Tolstoy's story god sees the truth, but waits. Some of you might have read this but if you have not read this so you read this is available online easily. We see the story about the hero the protagonist of the story is a very young man. And married to a very beautiful and rich girl and he is also is also a very rich person in man. And he wants to see the fact so the wife prevents him at the beginning of the story saying that.

Please do not go to fair because I just had a dream in which you are retuning with grey hair and I could see some blood or something in hand. And I am feeling very uncomfortable that you should leave, but he does not listen to her he just laughs it off and then he goes to fair. And on the way he makes a business man again with again very rich again they just spent some time together and they want to spent some time in the inn at that night. So when they are just taking rest and they were just lying next to each other.

At night since this hero of the story actually gets a up and leaves early. He just leaves early but on the way he is stopped by some police men who arrest him actually for the murder of the business men with whom he was spending some time with in previous evening. And night they were in the same room sleeping next to each other. And the knife was found below his pillow. Now circumstance proves that he is one who killed the business man and they arrested him. Now his wife also thinks since she got the dream he might have actually done that. That actually pains the hero so much and then in the prison he spends his remaining time. Until one day they actually person who killed the business men is also sent to the prison.

And this fellow along with other fellow prisoners is trying to digger tunnel and by which they can escape but it comes to the notice of the prison guard. And he wants to hero to tell the truth he politely avoids telling him the truth. Now seeing this quality they actually murder confuses the guilt. And then he goes and then he tells the magistrate that he is the one who actually killed. And this person should to be realized, but by the time the order for his release comes this hero if the story is already dead.

So what the transcriber is trying to tell us whether it is god's ways or whether it is human begins way of doing things in life. He wants to tell that justice delayed is justice denied, but it is not only justice but any act in your life if you delay your denying something. Whether for you or for somebody else or to the environment that is around you. And the life that you live in denial complete the life, life in giving. So obvious we will make you fell immerseful towards the end of your life and carrier.

Now with this story I just want to you to focus on one interesting quote from Robin Sharma he says that you cannot win if you do not being. How rightful; it is you cannot win if you do not begin. So again going other proverb like the journey of thousand miles start with a first step. If you do not take the first step so your journey will never commence. But I just want to end with favorite quote of mine the author is not know clearly but this is something that I like very much I do not fear commitment ; I fear wasting my time.

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In the name of appointments in the name of doing something for somebody in the name of doing so many things. Actually there is no commitment so the author of the quote says I do not fear commitment if I committed to something. I feel responsible and I can do this but in the name of commitment I actually fear wasting my time. I will waste my time, now in the next one let us see how you can save your time and then how you can safe guard from people who just highjack your time. And overall you can overcome forecast nation last but not the least.

I am not giving any reference but these are the must read books. If you are interested in managing your time life and stopping from forecast destination. Read Braine Traces atleast four

books eat that frog get paid more and come out faster. Focal points goals how to get everything you want faster than you ever thought possible.

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Getting organized at work book by Ken Zeigler, and then if you want to know more about peter pan and if you are interested and to know and understand. Why even smart people fail just read an interesting article from psychology today I have given that link. I am very happy that you have spending some time with me and I hope that time is spent fruitfully can you spend time to watch your videos and get your assignments accomplished in time. Wish you all the best doing and staying with me thank you very much for watching this video. See you again in the next one.

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