



CONNECTIONS

LOCAL EFAP NEWS

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EFAP/North

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**MERRY
CHRISTMAS**

Mastering the art of...doing it now

Do you put off doing things that are really important to you? Do you feel anxious or guilty because you can't get yourself to do what you know you need or really want to do? Is your procrastination driving your family, friends and/or coworkers crazy? Procrastination can take a surprisingly high toll on your life, causing stress, illness or low self-esteem. It can also keep you from attaining your goals and fulfilling your dreams.

The many faces of fear

You may not think of yourself as a perfectionist - but do you put off things until the time or the mood or conditions are "just right?" It's important to realize that perfect situations will probably never happen. The first step in conquering a procrastination problem is to cultivate an attitude of "striving for excellence but not perfection."

To conquer other fears that might be causing you to procrastinate - fear of change, fear of success, fear of too much responsibility - ask yourself these two questions and answer them honestly. First, "What am I afraid of?" Sometimes simply identifying the fear and giving it a name can remove the power it holds over you. Then ask, "What if my worst fear came true?" Making a mistake or looking stupid will make you feel bad but won't kill you. Whatever your fear, magnify it. Think of the worst that could possibly happen. You would survive it, wouldn't you? And sometimes it's not as bad as the misery and frustration you feel as a procrastinator.

The games people play

What if you have something important to get done or you'll be in big trouble - but you don't

want to do it? Do you become a Traveler, going back and forth to the coffee pot and the fax machine? Or a Perfect Preparer who needs to do more research, read more books or search the Internet once more before you start a project? A Socializer who calls friends and colleagues you haven't spoken to in years? Or a Happy Helper, putting your own work aside in order to help someone else?

Once you become conscious of your style, you can watch for it. Notice, for example, that instead of preparing for a meeting, you're cleaning out your desk. Hypocritical Procrastination, in all its variations, has one characteristic in common: lack of focus.

When you feel overwhelmed

Sometimes people have trouble focusing because they feel overwhelmed ... deluged ... swamped. They have too many chores or one project that seems so huge or so complicated that they become immobilized. They stop thinking, stop deciding,, stop doing anything.

One of the secrets to dealing with this problem is contained in this Chinese proverb: "A journey of 10,000 miles begins with but a single step." So make a list of mini-journeys by writing down all of the small jobs that are part of your overwhelming project. If your list is too intimidating, break it down into several lists.

After you have identified all of the little jobs that form your big projects, focus on doing one item on your list. Then scan your list for other single steps. Determine whether any job can be streamlined, delegated or eliminated. Is there a task you could skip without compromising that overall project? Now you're ready to chip away at the job, one task at a time.

By Rita Emmett

CONNECTIONS

EFAP/North welcomes our newest EFAP Reps:

Ty Louiseize (Nipissing Community Legal Clinic)

Lola Este (Town of Parry Sound)

Sharon Montgomery-Greenwood (Town of Parry Sound)

Lillian Forbes (Municipality of Callander)

Louise Guilbeault-Oorschott (Community Living Mattawa)

Deb Wickware (City of North Bay)

Tracy Bethune (Nipissing District Housing Corporation)

Steve Lamb (AIDS Committee of North Bay & Area)

Diane Cantin (Community Living West Nipissing)

Melissa Laperriere (The Lindsay Weld Centre for Children)

Barb Mueller (North Bay General Hospital)

Janice Pybus (North Bay General Hospital)

Alaina Aubut (North Bay General Hospital)

Debbie Reed (North Bay General Hospital)

New Newsletter Format

As of January, 2007, our new 4-page newsletter will consist of:

Feature of the Month

The Members' Page with:

- **Stories**
- **Pictures**
- **News**
- **Member organizations profile**
- **Etc.**

A section for members to send in their questions for counsellors to provide answers

Special announcements

Book of the Month

We invite our members to submit their questions, announcements, pictures and stories, etc.

REMINDER

EFAP Committee Network meeting to be held on January 17, 2007 from noon until 3:00 p.m.

Lunch will be served

Please communicate your interest in attending this forum with Debbie or Michel at 494-8086 by December 15th, 2006


