

Quick Guide: Are you a Perfectionist or Butterfly?

Are you a perfectionist? Do you keep checking and rechecking documents? Or perhaps you 'butterfly from task to task? Being a perfectionist or butterfly will all unnecessarily steal your valuable time. So here are the **top ten tips** to help you overcome the time obstacles:

Overcoming being a perfectionist

- 1. Be realistic about what's needed.** Agree with your boss what standard is acceptable. Consider the 'worth' of the task and allocate your efforts accordingly.
- 2. Think about what stage of the task or project you are at.** For example, if at the beginning of a project, perhaps all you need is a list of bullet points to discuss; these can be bashed out quickly. However, if it is the final draft of a document then it does need to be typed perfectly and therefore proofread carefully.
- 3.** Once you have decided the above, **set a deadline for completion** and allocate smaller amounts of time to individual tasks within a larger project – and stick to them! The extra time you spend on a task is rarely worth the extra pay off.
- 4. Just start the task** and you will find the achievement of some of it will encourage you to continue. Fear of failure is often the curse of perfectionists, so you never get started on a task. Accept what you've done – 90% is often very good!
- 5. Still need more encouragement?** Consider "If I spend too much time on this task then what else am I not completing perfectly?" This will get you started.

Overcoming being a butterfly

- 6. Focus on the task** and maintain concentration. Discipline yourself to finish a task before moving onto another.
- 7. Set a time to complete the task.** Having an end goal in mind helps you to focus on the finish line.
- 8.** Often butterflies are distracted by other things so **keep only the necessary documents for the task you are working on in front of you.** This way you will not be tempted to flit to other things.
- 9. Think about the consequences of not completing this task.** The fear of somebody chasing you or you having to say in a meeting that you haven't completed the task may help to spur you onto action.
- 10. Reward yourself with something 'nice'** if you need more motivation to complete the task. This doesn't necessarily mean chocolate! It could just be another task that you enjoy doing. Congratulate yourself as you finish each task.

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