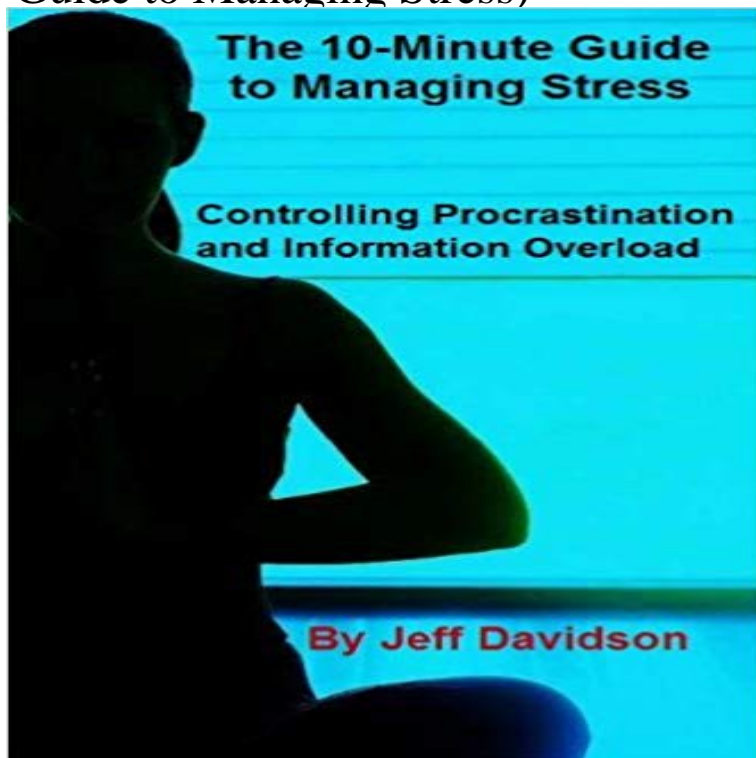


## Controlling Procrastination and Information Overload (The 10-Minute Guide to Managing Stress)



Whenever you let low-priority tasks get in the way of high-priority tasks, you are procrastinating. Procrastination is the act of putting off doing a task, delaying an activity or task, or ignoring something which demands your attention. Putting things off inevitably leads to a pile up too much to do and not enough time to do it in. Whether you procrastinate at home or in the office, the demands that it puts on your time cause stress. Caution: Your stress level increases as minor tasks pile up and begin to seem larger than they really are. In this e-book, you will learn many ways to prevent procrastination and its associated stress, and be better able to accomplish both overwhelming and unpleasant tasks with relative ease. You will also learn techniques for more effectively managing the information overload with which you are confronted on a daily basis.

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