PROCRASTINATION AT THE WORKPLACE

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Abstract*: Procrastination can be defined as a form of self-regulatory of failure in which employee voluntarily postpones a self and this will affect to the procrastination of work is expected to increase. It is caused due to lack of management skills, perfectionism, lack of motivation, skills needed in the workplace and lack of interest. The normalisation of procrastination at the workplace will result in slow productivity thus, slowing down the economy in the country. Therefore, the study is conducted to investigate the impact and strategies for preventing and to avoid procrastination in the workplace. As a conclusion, there are four main strategies which can be implemented to avoid procrastination at the workplace; implementation plan, set the goals, Bits and Pieces approach and five-minute rule.*

Keywords*: Procrastination, Workplace, Productivity*

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Introduction

Procrastination or in the simple word known as "delay", this procrastination is a form of self-regulatory of failure in which employee voluntarily postpones a self and this will affect to the procrastination of work is expected to increase (Hen et al., 2021). However, through previous research mention that procrastination also defined as the act of giving up something which is avoiding a task that needs to be completed and usually until the end of time or the deadline is about to arrive. So, even the task or work is easy the procrastination still in the workplace, this is proof that explanation seem to make people just lazy. This statement can be supported through (Michael and Melissa, 2016) stated that a large of previous research or the main body of literature has theorized that the main actors make economic in country starting slow down unproductively is because procrastination on the tasks or work that the employee already agreed to do the task follow the dateline but the task or work still no complete according to the specified dateline. This can be further evidenced by previous research stated that procrastination is a chronic attitude especially in the world of work. There are about 25% of the adult's population are considers their procrastination as a defining personality trait (Nguyen et al., 2013). Procrastination is usually associated with negative connotations (Salehi, 2020). Procrastinators are frequently stereotyped as bad, dangerous, or stupid. For example, Employees who consider themselves to be procrastinators frequently want to reduce their procrastination by setting realistic goals and deadlines for completing tasks within a specific time frame.

Furthermore, procrastination in the workplace the is a phenomenon in which people do not have to procrastinate on work-related tasks. This phenomenon is widespread, and it can cause serious problems for both procrastinators and their employers (Wasserman, 2016). Gupta, Hershey and Gaur (2012) already mentioned that the procrastination in the workplace people who procrastinate at work may focus on short-term goals in various ways, usually at the expense of completing important long-distance tasks. Employees should ideally strive to balance personal energy to maximize productivity and reduce inefficiencies, thereby making the best use of company resources. For example, procrastination at work is when a person continues to procrastinate writing important reports by spending time on tasks related to trivial work.

Literature Review

People who like to procrastinate leave too little time for serious thought, which results in poor work performance. In fact, the relationship between procrastination and personal performance suggests that those who procrastinate perform poorly overall (Delgado-medrano, 2011). However, procrastination does affect the productivity of organizations and employees, so it is important to understand the factors that influence it. In addition, procrastination in work is also related to non -work -related deliveries, which occur when employees engage in personal activities at work rather than work -related activities. For example, this form of workplace deferral may involve someone buying personal items online during the workday, rather than doing the work they are supposed to do. According to Delgado-medrano (2011) and Pasha, (2017) there are some other reasons why people procrastination in the workplace which is:

i. Lack of time management skills. When people are unable to manage their time effectively, everything planned is submitted and the time allotted for each activity is extended.

ii. People prefer perfection. The fear of making mistakes is real and it causes people to abandon important tasks. This means that they avoid performing certain tasks because they are afraid of making mistakes and appearing incompetent. They expect their work to be flawless. This because they believe that if the task does not match the talent provide, they will fail, it is best to put it aside for a while.

iii. Lack of motivation. This is the main reasons of procrastination in the workplace. This is because, everyone I've been hurting for not being motivated when faced with a task that doesn't really want to be done or isn't interested. This situation occurs when an unpleasant or unattractive task at work may have the same effect. Therefore, the Human Resources department should always organize programs that can boost employee morale and make them love every job they do.

iv. Lack of necessary skill that are needed in the workplace. Employees are more likely to put off work due to a lack of necessary skills, resulting in the task being difficult to complete. For example, if there is a slow typist, the employee may procrastinate on typing the report that needs to be typed. Also, if an employee does not understand how to complete a project, it may appear easier to delegate it to another department, but this will result in continuous procrastination.

v. Lack of interest. Procrastination can also be caused by a lack of interest. For example, the boss may have asked the employee to research a topic that the employee did not find interesting, or the employee may have been assigned a purely tedious task. Because employee uninterested in the current topic, it is easier to ignore it until the last possible moment.

Furthermore, through previous research Gupta, Hershey and Gaur (2012) there are three major dimensions have been shown to influence latency in terms of the theoretical framework. Introspective factors, situational factors, and task characteristics are among these dimensions. Personality traits have been shown to influence procrastination in the workplace in the first dimension, and situational factors have also been shown to be determinants of procrastination behaviour in the second dimension. For example, an employee is not usually laid off, but due to ill health or family issues, the employee may be unable to complete work on time. The third factor that causes procrastination in the workplace is when employees are given assignments that may fail or have deadlines when managers set seemingly impossible goals, employees may put off important sales-related tasks (Gupta et al., 2012).

Previous research has shown that when it comes to job-seeking behaviour, procrastination is often less efficient and less involved. Their self-efficacy for self-control learning is low in academic and social contexts (Delgado-medrano, 2011). Furthermore, based on Gupta, Hershey and Gaur (2012) research stated that mostly white-collar and professional workers are more likely to be late than blue-collar and unskilled workers. Thus, willingness to engage in rich work practices was found to have a negative correlation with procrastination. Finally, from a psychological standpoint, people who procrastinate tend to become more anxious, sad, anxious, and painful in the long run, as well as more prone to feelings of inferiority and boredom.

Based on previous research, most of the literature has focused on the problem of procrastination in the context of employee such as employee choice and employee decision. This can be evidenced through previous studies (Nguyen, Brenda, Steel, Piers Ferrari and Joseph R (2013) stated that "Error Planning" is as the behaviour of people who, when confronted with an unpleasant task, tend to underestimate the time required to complete that task and postpone work on that task. In the nutshell, to avoid procrastination, time management is an important thing to curb procrastination as employees can manage their time in an effective way will be considered more valuable by employers and usually, they are the ones who contribute more to organizational efficiency. When procrastination often occurs, it will lead to increased employer costs and require more time to complete the required tasks. However, there are few previous studies that have examined the effects and strategies needed by a person to prevent procrastination. This lack of research seems odd given that organizations have many advantages in understanding the extent to which the dimensions of employee differences such as the effects that lead to procrastination practices. The goal of this study is to investigate the impact and strategies for preventing and to avoid procrastination in the workplace.

Benefits Overcoming Procrastination

Procrastination in the workplace, which can be defined as a reflection of daily work delays, is defined as deferring work-related tasks and responsibilities until the last minute (Devi, Radesh & Dhull, 2017). Procrastination occurs when an employee does not complete or delays a given task or work without a reasonable excuse in workplace (Gupta et al., 2012). While procrastination is a global phenomenon that may or may not be beneficial globally, it has a negative impact on an employee's daily routine (Devi, Radesh & Dhull, 2017). This can be seen in the statistics of previous studies, which show that many people like to put off a task for no apparent reason, and that approximately 25% of the adult population considers procrastination to be a determining personality trait (Nguyen et al., 2013).

Moreover, sometimes employees lack the effort to work on the assigned tasks and promise to work on them the next day or so instead. There are also moments when employees tend to feel too lazy to go to work or just feel too tired to do anything at all (Devi, Radesh & Dhull, 2017). Procrastination is one of the main reasons why people fail to perform well in their respective job (Neenan & Dryden, 2020) and there are some benefits to overcoming the procrastination in the workplace:

1) Time management skills will improve

According to Dominic J. Voge (2012) mentioned that to overcome the procrastination, the time management skill or techniques are essential, but sometimes people are insufficient on their own. Furthermore, not all-time management techniques are equally effective in dealing with procrastination. Some time management techniques are excellent for overcoming procrastination, while others can exacerbate it. This can be proof through H.Cursi Campos (2020) studies mentioned that those who reduce anxiety and fear while emphasizing satisfaction and rewarding completion of tasks perform well and those who are rigid, emphasize the magnitude of the task, and raise anxiety can actually increase procrastination and thus be ineffective. For example, set reasonable goals, such as making a list of things to manage, breaking down large tasks, allowing yourself some leeway, and scheduling time to do things that make feel enjoy as a reward for all efforts (Voge, 2012).

2) Improve self-regulation and self-motivation

According to H.Cursi Campos (2020) already mentioned that self -regulation has been defined as the extent to which a person can change their behavior to avoid committing work delays. This concept is especially useful when one is struggling with problems and or lack of external alternatives. Self -regulation is the ability to choose an appropriate strategy and correct it yourself during a task. This studies also described this self -regulation as one of the most efficient and effective strategies. Whereas support for self -regulation is one should always be motivated (Voge, 2012). This is because to overcome procrastination it is important for a employee to remain motivated for productive reasons. By productive reason this means reason to learn and achieve that leads to positive, productive, and satisfying feelings and actions. Self -motivation is very important because it is a good way to move positive motives by setting the focus on the goals (Voge, 2012).

3) Work pressure will decrease

Work pressure refers to the pressure that people feel at work. According to (Agotnes, Stogstad, Hetland et al, (2021) the term "Pressure" refers to an employee need to complete a number of tasks in a short period of time. Work pressure occurs when an employee is stressed as a result of having to complete a number of tasks correctly within a certain amount of time. However, this work pressure can be reduced with proper time management, but work stress is typically experienced by employees who postpone the work (Neenan & Dryden, 2020). As a result, once employees stop procrastinating, they will realize that everything goes smoothly if they manage their time well. For example, anxiety will be reduced, which is as there will be no boss barking over one's shoulder, and employees will be able to avoid working under high pressure.

Impact of Procrastination

Procrastination is defined as the act of postponing or delaying something either purposely or subconsciously. The act of procrastinating is a motivational issue that entails more than poor time management or intrinsic laziness (Senécal et al., 2012). The chronic procrastination is linked to low self-confidence, low-energy and depression and overall effecting the quality of individual‟s life. Procrastination is terms of workplace behavior generally effecting two major component which are individual performance and the organizational growth:

1) Low Productivity and Performance

First and foremost, the study conducted by Saman & Wirawan, (2021) shows that workplace procrastination responsible on reducing employee productivity and performance. The researcher examined the impact of procrastination towards employee performance through psychological capital (PsyCap) and as the result, employees‟ PsyCap predicted job procrastination negatively. The findings also revealed that procrastination mediated the harmful effect of PsyCap on employee performance. This is because many employees routinely waste hours of their workweek delaying which end up making less progress than they could. Otherwise, in many circumstances, this also means that people must rush to accomplish projects right before deadlines, which can result in poor quality work.

Another researcher that concludes procrastination have a negative impact toward employee‟s individuals' performance is Metin et al., (2018) where the result shows possibility that spending too much time on personal activities while at work such as reading blogs, chatting, and instant messaging, might have a detrimental impact on performance, either by reducing the quality or quantity of work done. After that, engagement and procrastination have a negative link. The same research done by Metin et al., (2018) realize that individuals with high levels of energy, mental resilience, passion, inspiration, and focus, do not spend a lot of time on non-job-related activities during work hours.

Next, workplace procrastination may cause a variety of challenges for employees, which can affect their performance at work even more indirectly. The discovery of a strong connection between procrastination and counterproductive work behaviour (CWB) by Metin et al., (2016) suggests that workers' disengagement from work activities may have negative consequences. The result of procrastination act at workplace related as well as make employees less happy at work and therefore, more interested in shifting employment (Nguyen et al., 2013). For example, if a high-performing individual is placed in a work atmosphere that encourages procrastination, they will likely grow dissatisfied, which will drive them to put in less effort at work and may motivate them to search for job elsewhere.

2) Employment Issues

A set of previous study conducted by Nguyen et al., (2013b) also describe the impact of procrastination towards an individual's employment marketability. From the study, the researcher derives two main point from the issues which are the shorter employment duration and higher chance of unemployment. Firstly, regarding the higher chance of unemployment. Smithikrai, (2007) stated that personality trait is the main derives in successful job hunting. This is because seeking for a job opportunity related to tons of trials, quick thinking abilities, fast decision and movement, and ability to adapt and evolve. This list of characters is opposite to the nature of procrastinator which are far from feel the needs of urgency, focus and hardworking which resulting in being unemployed (Ackerman & Gross, 2005). Thus, the study determined that 57% of individual whose procrastinate are unemployed. Next,

procrastination also resulting in shorter employment duration. This is significantly related to the low productivity and performance shown by the individuals. Therefore, lower employer satisfaction and trust to maintain the employee's employment status.

3) Mental Health Issues

Procrastination is frequently associated with poor mental health, increased stress, and decreased well-being in psychological studies. A study conducted by Argiropoulou, (2014) less psychological well-being, increased anxiety, increased psychological distress, decreased emotional ties, decreased general positive affect, increased loss of behavioural and emotional control, increased depressive symptoms, and decreased life satisfaction. In the study, the researcher determined that effects of procrastination on life satisfaction were partially mediated by psychological distress and the end result shows that procrastination initiates a difficulty to meet deadlines on time. This is because procrastination has created a temporary feel of better and satisfaction. However, as the individuals aware of the approached deadlines, the procrastinator would feel pressured and become depressed on the ability to achieve satisfactory. Thus, generates worse mental health and lower life satisfaction.

Strategies for Preventing Procrastination

a) Self-esteem in eliminating Procrastination

Procrastination is keenly associated with lower self-esteem (Batool & Khursheed, 2017). The latest brain research by Henriksen et al., (2017) shows that if somebody has self-esteem issues where the individuals feel that, need to have it perfect and need to make sure that every piece is in the right order and together, that is the initial activation of the stress centers in brains. Therefore, as the stress center is activated, the chances of the individuals do not want to take action and prefer procrastination. The lack of motivation is not because the individuals do not want to achieve their goals and dreams, but the motivational circuit get shut down.

b) Implementation Plan

Implementation plan or implementation intention came from the self-regulatory strategy where an ability of the individual to self-regulate the behavior being measured. This is happened when the individual ability to plan, execute and monitor the effectiveness of the behavior thus, make changes to the behavior. In addition, procrastination is a quintessential failing in self-regulation. Therefore, there is fairly a way to enhance the ability to self- regulate the behavior and reduce the tendency to perpetually put off doing work-related things. One of the reasons of the intention sincerely held to do a task and job do not always translate into action is because and individuals" intentions tend to fixate on the goal wanted to be achieve rather than the strategies to execute the series of steps that are required to achieve that goal. In order to avoid failing into the trap of fixating on goal-based intention is to make a conscious effort to be use called as implementation of intention (Gollwitzer, 1999). Implementation intentions are differed from goal-based intention in terms of explicitly state how and when that kind of behavior that need to be undertaken to move closer to completing the goal will be achieved. Moreover, implementation intention consists of two vital components which are "if" component and "then" component where "if" specifies the situational cue that will prompt the individual to undertake a goal relevant behavior, and "then" component specifies that goal relevant behavior. A literature study conducted by Bieleke et al., (2021) of 30-years of research that consistently supports the use of implementation intentions in reducing the gap between the intention to do something to actually getting on with doing it.

Firstly, the implementation intentions seem to serve as very effective cues in identify the situational prompt for particular behavior so, if the situational prompt been encountered, it is more likely to recognize and respond to it. Secondly, implementation intention makes for a stronger association between a situational cue and the desired behavior giving that behavior elements of automaticity. These two things seem to help alleviate some of the problems associated with the effective self-regulation of behavior such as the failure to consider when, where and how to initiate behavior that will contribute towards the completion of the goal at hand (Gollwitzer & Sheeran, 2006). The effectiveness of implementation intention method in minimizing procrastination has been proved by research conducted by Gollwitzer, (1999). In the study, the researcher has determined that implementation intention positively effective in avoiding procrastination than unspecified intention. The study has been conducted among a student focusing on to discover a difference behavior to submit and essay after Christmas holiday between two group where one group using implementation intention method while the other does not implement the method. The end result shows that 71% of student from implementation intention group submit the essay within the deadlines while only 32% of student from the other group that submitted the essay within the duration. Therefore, the study clearly shown the effectiveness of implementation intention method in overcoming procrastination issues.

c) Goal Setting Theory

Edwin locks goal-setting theory stated that the intention to achieve the goal is an important component of workplace motivation as people are strives to achieve the goals that set by themselves (Latham & Locke, 1991). The basic idea by using Goal-setting theory is to increase individual motivation to avoid procrastination at the workplace. Lunenburg, (2011) determined that the first chain of motivation is personal value and then led to the emotions of desire and led to setting goals things that wanted to achieve the intention. These goals, therefore, will lead the individual to take action which manifests in the workplace performance that has consequences leads to feedback and the feedback loop then leads to further enhanced or diminished motivation (Lunenburg, 2011). Based on a few research by (Gustavson & Miyake, 2017; Voge, 2007), goal setting does work to motivate and eliminate procrastination. However, an experiment by Albert Bandura and Daniel Cervona found that goal setting works to the fullest if it is supported by constant accurate feedback about the individual"s performance (Bandura & Locke, 2014; Voge, 2007). Therefore, by setting achievable goals, discovering what motivates more, and supervisor frequent feedback, the employee can combat procrastination and move towards what to achieve. To support the effectiveness of goal setting theory, a study conducted by Valderen, (2021) among 125 students in The Netherlands achieve positive influencing connection of goal setting to reduce academic procrastination. The study dedicates two of correlation of hypothesis to analyze relationship related to goal setting theory towards procrastination. The first correlation has determined a positive relationship between intrinsic motivation and goal setting. Thus, shows that a good goal setting resulted in more motivation. Secondly. the result of the study has shown a negative correlation between procrastination and goal setting. Therefore, indicates that lower level of procrastination dedicated from a good goal setting that present in the person.

d) Implement Bits and Pieces Approach

Bits and Pieces (B&P) is a new sensemaking interface for the informal learning of healthcare professionals, namely controlled personal learning and collaborative learning in the workplace. According to Edith Cowan University already mentioned that to reduce the procrastination, so employees can use Bits and Piece approach (B&P). This is because, Bits and Piece approach

(B&P) supports memorizing informal learning experiences based on records, called fragmented information, which are recorded by professionals at the moment of the experience by taking photos or using collection tools such as Evernote to write short notes (Tomberg, 2018). These bits contain plots or semantic clues and memory aids as memory tools for recalling original experiences. Subsequently, the tool supports the understanding of this section to describe previous informal learning experiences and transform them into actionable knowledge that can be applied directly in practice (Tomberg, 2018). According to Asad Yeganeh, (2013), Bits and Pieces (B&P) is approaching that student use to divide academic assignments into smaller parts because it complements the focus on performing tasks at all times step by step. This is because, Edith Cowan University mention this Bits and Pieces (B&P) approach actually employees can do anything related to the task that want to complete. In the simple word, begin with something simple such as deciding on an essay topic. This will gradually increase employee efforts until the task no longer appears to be so difficult. So, this is a good way to begin large and overwhelming assignments in order to reduce stress levels and also can getting started is frequently the most difficult task. This statement can be supported by the study of Ramanda Rizky (2018) stated through his study Bits and Pieces Approach shows a positive level of effectiveness. This already stated in the result of this study which is the Bits and Pieces Approach has improved writing skills in report making and improved comprehension in task. This is evidenced by the results of this study which is a 70% improvement in writing skills and comprehension in assignments.

In the nutshell, Bits and Pieces (B&P) approach supports employee and collaborative self-controlled learning (Yeganeh, 2013). This because, it helps to gather informal learning experiences in one place, link them to specific topics, and link them to each other to understand them. Bits and Pieces (B&P) approach provides a function for professionals to recall records of informal learning experiences such as fragments of information based on plots and semantic cues, narrow the scope of a particular problem, and then relate their experiences visually to each other individually or collaboratively in the workplace (Tomberg, 2018). This Bits and Pieces (B&P) approach show the positive effect to employees which can help employee set goals to complete tasks in a short time in the workplace (Hariyati & Tarma, 2017). This statement supported by Vladimir Tomberg (2018) stated that the function when using Bits and Pieces (B&P) approach help employees because this approach can support tool which is to import detected informal learning experiences, contextual memory, reassessment and sensory manufacturing accounts for the process steps of (composing, constructing experiences and understanding and reflecting experiences). Overall based on the previous studies show that the strategy of Bits and Pieces (B&P) Approach can give positive effect because this approach very helpful and suitable approach to help employees to prevent the procrastination.

e) Five Minute Rule or Five-Minute Plan

Some things will slow down employee productivity, such as delays. In fact, 95% of the American population admits to being a victim of procrastination (MacKay, 2017). In some ways, procrastination is a natural tendency because employees avoid doing unpleasant things in the workplace. Avoid freeing employees from things they don"t wants to experience, and the more employees feel relaxed, the more often they avoid working (Yeganeh, 2013). That way, need to use five-minute rule because according to Edith Cowan University stated that the five-minute rule is a cognitive behavioral therapy technique for procrastination, in which employees set a goal to do whatever they would avoid, but only do it for five minutes. For example, agreeing to work on a task for 5 minutes, and at the end of those 5 minutes, if the employee is unable to resign, the employee can decide whether to continue working for another 5 minutes

(Seli.H & Dembo M.H, 2020). But often momentum builds as the employees nears the end of the first 5 minutes, so wants to stay focused on the task. This statement is also agreed upon through the Edith Cowan University already mention this five-minute rule is to sit and work on something for only five minutes and at the end of that time or move on to something else or set yourself another five minutes on the original task. This rule is intended to add energy to the body and relax the mind from continuing to work.

According to the Martina Faitakis (2017) studies already test this 5-minute rule strategy among student university and the results shown that this 5-minute rule strategy has shown a positive effect. Through the results of the study to prove the level of effectiveness of this 5-minute rule strategy among students which is students are divided into two groups. One group will be monitored to do the 5-minute rule strategy and another group only does work according to the schedule. These students were tested over a period of 3 weeks to see the level of effectiveness of this strategy and after a period of 3 weeks showed that the group of students who practiced the 5-minute rule strategy had more frequent work sessions, more satisfactory work sessions and were able to complete the given task faster than the group of students who only perform tasks according to a set schedule. The 5 minutes rule that use in these studies also supported with Jory MacKay, (2017) which is stated that the employees can also take a 5-minute break by doing as stated in the study which is:

   a) Minute 1: Stand up and stretch. Just 60 seconds of exercise whether standing, taking a walk in the office, or doing stretching exercises will help you get out of depression.
   b) 2-3 minutes: Complete fast online tasks, such as shopping online, paying bills or sending items to a friend as you promised. Deleting simple things from your to do list is a great motivation.
   c) Minute 4: Write down your plans for the night or weekend. Again, this boils down to motivation. There are a few things to look forward to and imagining yourself there can help you throughout the day.
   d) Minute 5: Log in with your loved ones. Send a message to an old friend or reply what you mean.

Last but not least, this method is very effective in maintaining the workforce and can be proven based on research Jory MacKay, (2017) what was found is that after five minutes of doing something, it is easy to continue after five minutes of doing something until the task is completed. Setting intentions and getting started is usually the hardest part by considering the task as something that might only take 5 minutes which is it feels less intimidating and more doable. So, there is no reason to procrastinate in the workplace.

Conclusion and Recommendation

Procrastination at the workplace is a form of self-regulatory failure shown by the employees who voluntarily postpone work tasks. A strong justification gathered by (Dobriyal, 2018) in the secondary resources research that stated procrastination at the workplace is resulting in slow productivity thus, slowing down the economy in the country. This procrastination on the tasks or work where the employee already agreed to do the task follow the dateline, but the task or work is still not complete according to the specified dateline. For example, Employees who consider themselves to be procrastinators frequently want to reduce their procrastination by setting realistic goals and deadlines for completing tasks within a specific time frame. Furthermore, procrastination in the workplace is a phenomenon in which people do not have to procrastinate on work-related tasks. Gupta, Hershey, and Gaur (2012) already mentioned that procrastination in the workplace people who procrastinate at work may focus on short-term

goals in various ways, usually at the expense of completing important long-distance tasks. For example, procrastination at work is when a person continues to procrastinate writing important reports by spending time on tasks related to trivial work.

In conclusion, this paper has studied four main strategies which can be implemented to avoid procrastination at workplace. First and foremost is implementation plan method. In this method, the main idea related to self-regulatory strategy in form of "if" and "then" plan that can lead to better goal attainment as well as help in habit and behavior modification. Next, is goal-setting theory which involve the development of an action plan designed to motivate or guided person towards a goal. The focus of goal-setting theory involves five principle that need to be followed in order to achieve a goal successfully which are clarity of goal, set challenging goal, commitment, consistent feedback and complexity. After that, Bits and Pieces Approach can also be implemented to avoid procrastination among employee at the workplace. This approach suggesting to breakdown the work-task into a list of steps to achieve the goal by completing the task with a very basic steps such as make some research until the hardest steps before completing the task. The benefit of this approach is that even a hard task can be seen as easy because of the arrangement made by the individual before start the working with the task. Last but not least, is a Five-Minute Rule or Five-Minute Plan. This method helps the individual to develop a positive mindset and healthy mental condition. This five-minute plan related to the cognitive behavioral therapy technique for procrastination, in which employees set a goal to do whatever they would avoid, but only do it for five minutes. Thus, by implementing this method are able to reduce time waste from procrastinating while avoiding a hard task.

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