



# Trustee Times Trustee Times



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**“Planning is bringing the future into the present so that you can do something about it now.”**

*-Alan Lakein (an expert on personal time management and a Harvard MBA)*

## **Aahh.... the lazy hazy days of summer!**

Everything tends to slow down over the summer. Families take their holidays and work often seems quieter. The overall pace of life seems slower. **However**, life itself is NOT slower and days pass into weeks and weeks pass into months and before you know it another few months has gone by and you have not yet started preparing your will or begun future planning.

**Don't let the summer slow down your planning process! Make** the call to the lawyer, **set** up an appointment and **start working** through the STAS Parent Planning Guide Workbook.

### **Don't put it off!!**

Want some help? Not sure what to do next? Then please contact STAS and let us help you – we'll discuss, we'll offer input and most importantly we'll listen.

The following article has been reprinted from the web site:  
<http://www.reallifesolutions.net/personal/procrastination.html>

## 7 Magical Ways To Stop Procrastination

By Peter Murphy

What can you do to stop procrastination when it won't let you finish a job?

There are a number of techniques to help you stop procrastination once and for all. If you can stop procrastinating, just think about what you could accomplish and how much better you would feel.

People who procrastinate in excess are prone to feelings of guilt, anxiety and powerlessness.

Why does procrastination occur?



It could be as a result of not wanting to do things or of not being able to do things. It could also be a result of fear. Many of us fear failure as well as success. Still others procrastinate simply because it works for them.

Procrastination is not something we should live with. When we procrastinate, nothing gets done. And when nothing gets done due to procrastination, we feel down and worthless.

Feeling this way may be avoided with a number of techniques designed to stop procrastination:

1. You can stop procrastination by getting organized. Being unorganized leads to chaos and feelings of being overwhelmed. Stop procrastination by organizing your life.
2. Break down tasks into manageable units; smaller tasks are less overwhelming than those large jobs.
3. Have discipline. Allow your desire for success to overcome your desire to put things off.
4. Positive motivation. Talk yourself up with encouraging quotes. Even very successful people feed their minds with positive input each day.
5. Get someone else's help to stop procrastination. Ask someone to hold you accountable for completion of a task you have been procrastinating about. For example, if you are putting off cleaning the garage ask you wife to question you about when it will be completed several days before the due date.
6. Do the easiest or most enjoyable task first so that you get off to a good start. This works for some people while the opposite works for others. Some people like to get the unpleasant work out of the way so they can enjoy the rest.

7. Give yourself a deadline. Procrastination should not be something you should live with. Successful people do not tend to procrastinate; instead, they stop procrastination because they know that what needs to get done must get done. It is not because they enjoy the unpleasant tasks which others put off but rather they have a strong desire to succeed and be successful which is greater than their desire to procrastinate.

If you begin by rewarding yourself for small successes and stop punishing yourself when you do procrastinate you will be able to develop new habits that, in time, will help stop procrastination. =====

### About the Author

Peter Murphy is a peak performance expert. He recently produced a very popular free report that reveals how to crush procrastination and sustain lasting motivation. Apply now because it is available for a limited time only at: [www.getmotivatedstaymotivated.com](http://www.getmotivatedstaymotivated.com).



**Looking for Information on different types of housing options for your child who has a disability? Community Living St. Mary's and Area has prepared a "menu of options for people who want a home" entitled "HOME SWEET HOME".**

This resource is available for sale by contacting:  
Community living St. Mary's and Area  
Box 1618, St. Mary's, Ontario N4X 1B9

or by email at [info@communitylivingstmary.ca](mailto:info@communitylivingstmary.ca)

### Upcoming Events:✓

Future Planning Seminar: Bolton, June 19, 200

*CALL SUE FOR MORE INFORMATION!*



## STAS Planning Workbook

Is available free of charge to interested families!  
For more information call Sue at 905-542-2694  
ext. 2312



**Is it time to renew your membership??**



To learn more about STAS, simply complete the form below and mail or fax it to STAS at 905-542-0987. Alternately, contact our coordinator, Sue Taggart at 905-542-2694 ext. 2312 or 905-453-8841 ext. 548:

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- I want to purchase a print - please contact me!
- I want to be meet with the coordinator regarding future planning!
- I want to know when there will be a wills and estates seminar