

Overcoming Procrastination: Causes & Cures

Action Plan

Awareness: What are the tasks you are putting off & why?

1. What tasks are you currently putting off?
2. What tasks have you put off doing in the past?
3. Is there a pattern? Are there certain types of tasks you avoid doing until the last minute?

Assess: How does procrastinating make you feel?

4. How do you know when you are procrastinating? Do you have favorite replacement activities?
 - a. List two productive replacement activities that you find yourself doing when you procrastinate. (activities you need to do but they are not a priority)
 -
 -
 - b. List two time-wasting replacement activities that you find yourself doing when you procrastinate. (activities that you do not need to do)
 -
 -
5. How does procrastinating affect you? (are there consequences? Feelings involved?)

Utilize: What are strategies that help conquer procrastination?

a. Reflect on the past

1. Have you dealt with procrastination in the past?
2. Were you able to get past it and complete what you needed to do?
3. What worked/did not work?

- b. **Use Time Management Skills: Break a big task into little steps.** Choose one task that you need to do that seems "huge" and break the task down into little steps.

Task: _____

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

Step 6:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. Ideas from StudentLingo & <http://www.how-to-study.com/study-skills/en/procrastination.asp>. Worksheet created by Ghan, 2013

c. Set clear goals and objectives. Change your perspective about the task by considering the goals you are working toward.

1. Why are you doing this? _____
2. When do you plan on doing this? _____
3. How does this tie into your short & long-term goals? _____

d. Reward yourself! You should give yourself credit when you accomplish tasks. What are some rewards that you could use to motivate yourself?

Check off other strategies that you could try:

- Talk to yourself in ways that remind you of your goals and replace old, counter-productive habits of self-talk. Instead of saying, "I wish I hadn't..." say, "I will..."
- Prioritize the tasks you have to do.
- Commit yourself to completing a task once started
- Reward yourself whenever you complete a task
- Work on tasks at the times you work best
- Break large tasks into small manageable parts
- Work on tasks as part of a study group or with a study partner
- Schedule action sessions to focus on a task
- Get help from teachers and other students when you find a task difficult
- Make a schedule of the tasks you have to do and stick to it
- Eliminate distractions that interfere with working on tasks
- Set reasonable standards that you can meet for a task
- Take breaks when working on a task so that you do not wear down
- Work on difficult and/or unpleasant tasks first
- Work on a task you find easier after you complete a difficult task
- Find a good place to work on tasks

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. Ideas from StudentLingo & <http://www.how-to-study.com/study-skills/en/procrastination.asp>. Worksheet created by Ghan, 2013