

Procrastination

Avoidance of a specific task or work which needs to be accomplished

Why am I procrastinating? (check all that apply)

	<i>Lack of Relevance:</i> If something feels neither relevant nor meaningful to me, it is difficult to get motivated to begin
	<i>Acceptance of Another's Goals:</i> If a project has been imposed/assigned to me and is not consistent with my interests, I am reluctant to spend the necessary time on it
	<i>Perfectionism:</i> I have extremely high standards for myself which discourage me from pursuing a task
	<i>Evaluation Anxiety:</i> I highly value others evaluation of my work, which creates anxiety around the task
	<i>Ambiguity:</i> If I am unsure about what is expected of me, I hesitate to start the assignment
	<i>Fear of the Unknown:</i> When I am learning something completely new to me and am unsure of how well I will do, my uncertainty inhibits my ability to start the assignment
	<i>Inability to handle the task:</i> If I feel I lack skill, training, ability, personal resources to do the task, I avoid it completely

Effective Planning Tips

- 1. Segment the task:** the entire job may seem impossible, but smaller segments may seem more manageable
- 2. Distribute the small steps:** allot sufficient time throughout your given timeframe
- 3. Realize the need for variety and relaxation:** Intersperse rewards and relaxation so you feel less resentful towards the task
- 4. Monitor your progress on small steps:** Assess and deal with problems when they arise
- 5. Keep track of segments:** Frequently re-assess and praise yourself for successes
- 6. Be reasonable in your expectations:** Perfectionistic expectations put unnecessary pressure on you which may cause you to sabotage yourself
- 7. Have an accountability buddy:** set times to check in with another person or have them check-in with you on your progress

When you find yourself procrastinating...

What do you want to do?

- What is the final objective?
- What are the major steps to get there?
- What have you done so far?

Why do you want to do this?

- What is your motivation?
- Why does doing the task outweigh not doing it?
- What other positive results will come from doing this?

What stands in your way?

- Why are you procrastinating?
- How are you procrastinating?

What is in your power to change?

- What resources do you need?
- What will happen if you don't do the assignment?
- What is the first step you need to take?