

OVERCOMING

PROCRASTINATION

ACADEMIC SUCCESS CENTER

Can you relate

FORMS OF PROCRASTINATION

Ignore the Task

- *Do you ever think that if you just ignore the task it will go away?*

Underestimate the Work and/or Overestimate your Abilities

- *Do you underestimate the work involved in the task, or overestimate your abilities and resources in relationship to the task?*

Accept Mediocre Performance

- *When you face a difficult task do you lower your standards and accept mediocre performance?*

Become Distracted by Repeated Delays

- *Do you find yourself wasting time on small unimportant tasks at the expense of larger more important ones?*

Dramatize Commitment to a Task

- *Do you dramatize commitment to a task rather than actually doing it?*

Work on Only One Portion of a task

- *Do you only focus on the tasks that you like to do and ignore those you find less desirable?*

Waste Time Deciding Between Alternative Choices

- *Do you waste an unnecessary amount of time deciding between alternative choices?*

My 4 Step Action Plan

Task I want to stop procrastinating:

1. Reasons why accomplishing this is important to me

2. Small steps towards my goal-

Accomplishment date: _____

3. Who I want to tell about my goal

4. I will reward myself when I accomplish my task by

Problem:

1. Poor Time Management Skills

2. Lack of Relevance

3. Perfectionism

4. Evaluation Anxiety

5. Inability to Handle the Task

6. Fear of the Unknown

Solutions:

If you find you are always running out of time and can not fit everything you need to do into your day, poor time management skills may be causing you to procrastinate

- **Segment your task**

Write down what needs to be done and then create **small steps** that will help you reach your objective within a given amount of time. Plan time to **rest and relax periodically**, interspersing work with relaxation. Next, **monitor your progress** on the small steps. Also, make sure to assess problems as they arise and do something about them.

If something is neither relevant nor meaningful to you personally, it may be difficult to get motivated enough to even begin.

- Make sure tasks demanding time are important to you and then learn to say “No” to tasks that are not priorities

If you set unreachable standards for yourself this may discourage you from starting a task. Perfectionists often put off things until they are in the right mood, have the ideal amount of time, and/or conditions are just right.

- Set reasonable expectations for yourself
- Do not wait to begin a task until things are all perfectly in order—they rarely will be!

If you always worry about what other people will think, that fear can immobilize your efforts. Others’ responses to your work are not under your direct control; thus, overvaluing these responses can create undue anxiety.

- Remember you have no control over what people think. “A man would do nothing if he waited until he could do it so well that no one could find fault with it.”

If you feel that you lack the training, skill, ability, or personal resources to complete a task, you may avoid it completely.

- Utilize available resources (e.g. seek out help from others)
- Form a plan to acquire skills necessary to complete the task

If you are venturing into a new realm or field, uncertain outcomes may inhibit your desire to begin.

- Ask questions and gather information
- Just do it!