

Overcoming Procrastination

Presented by ComPsych® Corporation



Stay Ahead of Performance, Productivity and Health Issues

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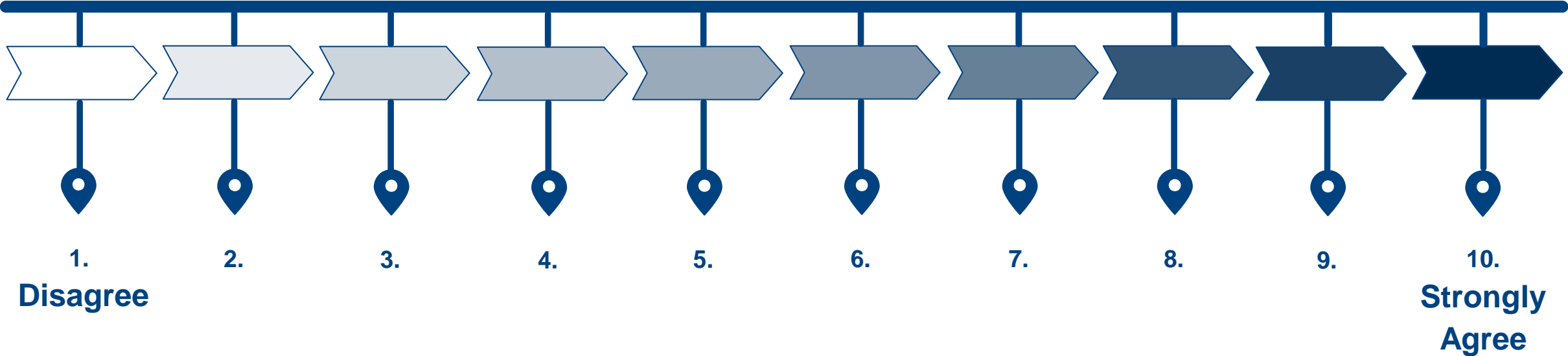
Objectives

1. Understand the effects of procrastination
2. Identify the causes of procrastination
3. Discuss strategies for overcoming procrastination



Do You Disagree or Agree?

On a scale of 1 – 10, do you feel that it is possible to change and become lazar focused on home or work projects?



What is Procrastination?

- Putting off a task that is unpleasant or negative by promising to do it in the future
- Putting off high priority tasks by doing lower priority tasks instead



Why Do We Procrastinate?

- Perfectionism/Anxiety/Rebellion?
- Not committed to the task?
- Impulsive or low frustration tolerance
- Mood regulation
- Not high on your priority list?



Rationalizing Procrastination

- “One more day won’t make a difference.”
- “It won’t matter if I’m a few minutes late.”
- “I won’t be able to write the whole piece until I get the first paragraph perfect.”
- “I work best under pressure.”



Consequences of Procrastination

- Work productivity
- Finances
- Health
- Self-esteem
- Relationships



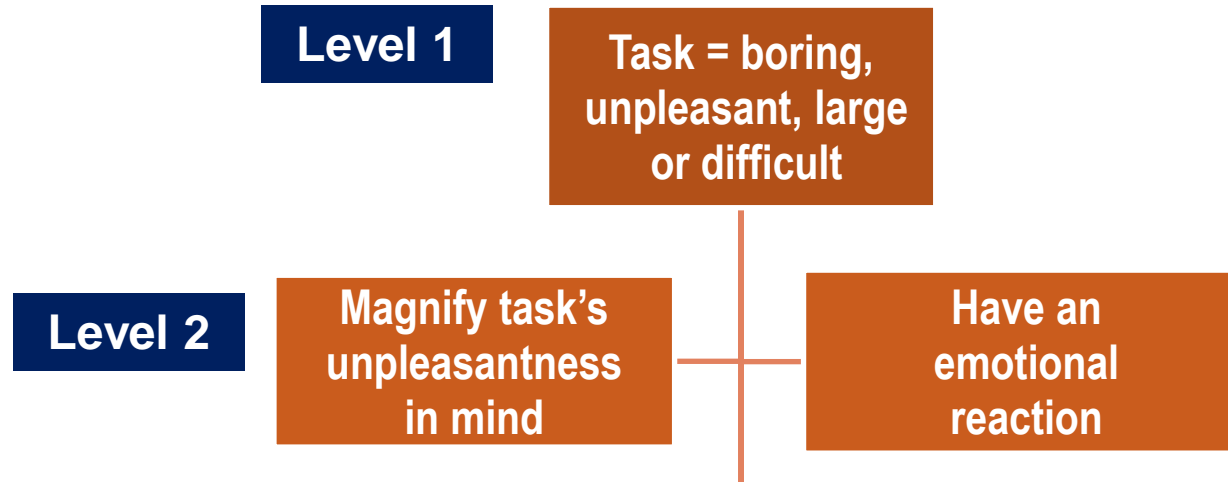
Procrastination Flow Chart

Level 1

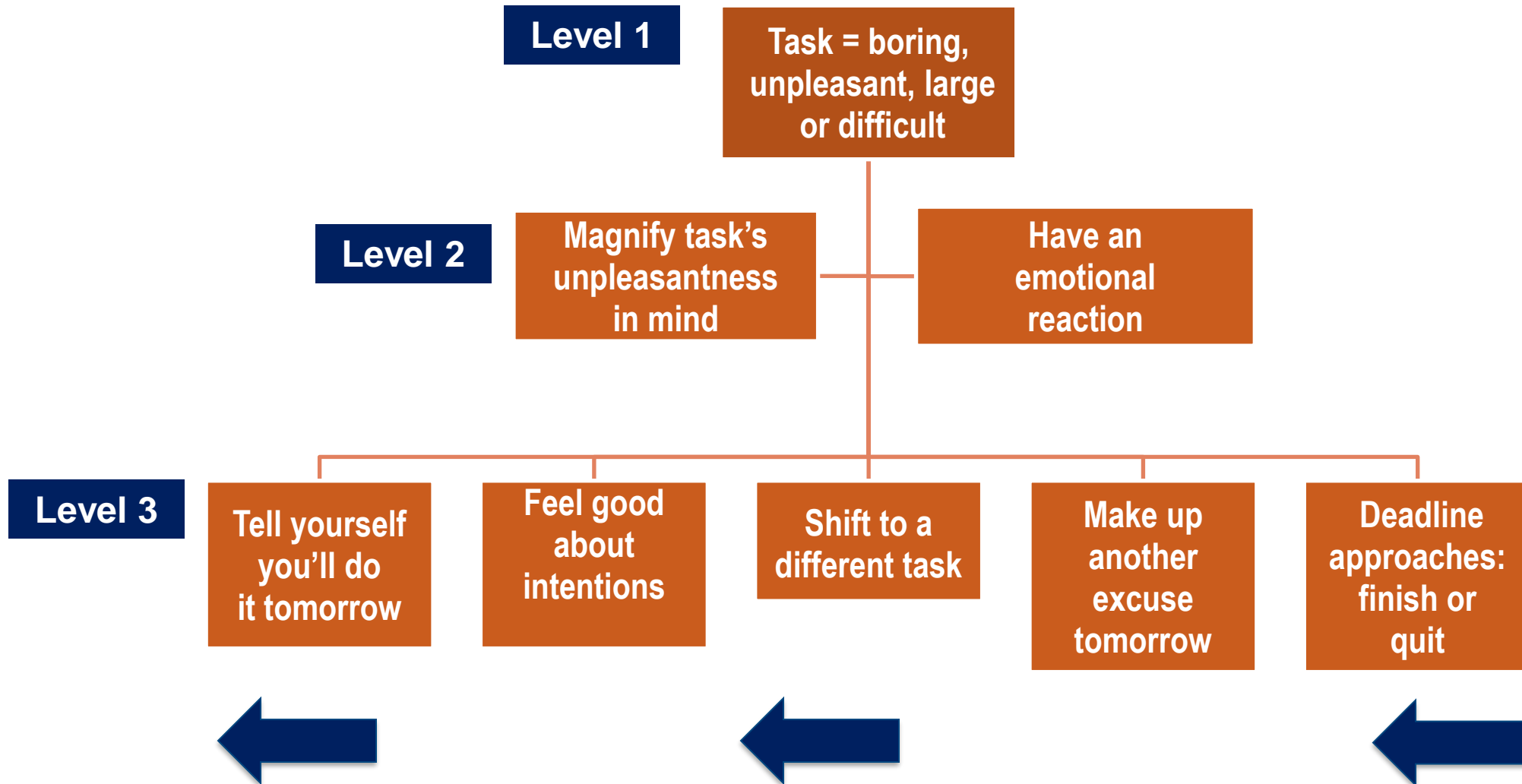
**Task = boring,
unpleasant, large
or difficult**

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Procrastination Flow Chart



Procrastination Flow Chart



Vocabulary Changes

Replace The Sentence	
Replace, “I don’t’ feel like it” with...	“It doesn’t matter what I’m feeling, I’ll just do it any way”
Replace, “I can’t handle this now” with...	“I can tolerate this, it’s not so bad”
Replace “It better be good” with...	“It’s okay to make mistakes” or “I can take one small step at a time”
Replace “I have to” with...	“I choose to”
Replace “I don’t have to” with...	“I choose to”
Replace “I must finish” with...	“When can I start?”

Exercise

Rewrite these self-statements below to make it less likely that you will procrastinate:

“I don’t feel like doing it now. I’ll do it later.”

- **“I’m not going to feel like doing it later. What small piece can I start on now?”**

“I have to get this done!”

- **“When can I get started?”**

“I don’t have to finish this till next week.”

- **“It would be better to get started now.”**

This is important!!”

- **“I choose to start on this project now.”**

Exercise

Rewrite these self-statements below to make it less likely you will procrastinate:

“I’m not ready to do this now.”

- **“I’ll never feel completely ready. What can I begin to do now to start chipping away at this task?”**

“I can’t take the pressure anymore!”

- **It’s not so bad.”**

“This can wait; I work best under pressure anyway.”

- **“I’ll feel better if I begin now. What are my first steps to start on this task?”**

“It won’t matter if I’m a few minutes late.”

- **“It would be best if I showed up/turned it in on time.”**

Reversing the Procrastination Habit

- Choose one or more examples of procrastination each day
- Identify what emotions you had when you first started to delay
- Record what you were thinking or telling yourself about the task or how you felt
- What was the discomfort that was so difficult to bear



Procrastination Habit Journal

Date	Situation	Emotions	Thoughts	Discomfort
2/11	Bathroom is very dirty. I need to clean it but I don't want to. Just came home from work and I rather relax. I've been procrastinating for days.	Disgusted, annoyed, overwhelmed	<ol style="list-style-type: none"> 1. "My husband should clean this." 2. "Gross, I don't want to touch anything!" 3. "Maybe if I wait long enough, my husband will do it..." 	<ol style="list-style-type: none"> 1. Frustration 2. Disgust 3. Rather have fun/do something else

Overcoming Procrastination Tips

- Focus on actions – not feelings
- Break big tasks into smaller pieces; do one piece at a time
- Recognize transitions are difficult
- Commit to working on the task for a certain length of time – 5 minutes?
- Use a task list and check off completed items



More Procrastination Tips...

- Imagine the feelings associated with partially completing the task
- Commit to a deadline
- Ask for support and supervision
- Do it when you think of it
- Anticipate interruptions that could divert your priorities and build flexibility into your schedule
- Delegate or pay someone



Summary

1. The effects of procrastination
2. The causes of procrastination
3. Strategies for overcoming procrastination



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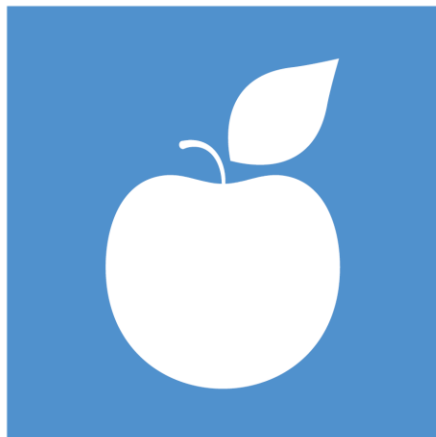
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