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

Why am I procrastinating? (check all that apply)

<table>
<thead>
<tr>
<th>Lack of Relevance: If something feels neither relevant nor meaningful to me, it is difficult to get motivated to begin</th>
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<tbody>
<tr>
<td>Acceptance of Another’s Goals: 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</td>
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<td>Perfectionism: I have extremely high standards for myself which discourage me from pursuing a task</td>
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<td>Evaluation Anxiety: I highly value others evaluation of my work, which creates anxiety around the task</td>
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<td>Ambiguity: If I am unsure about what is expected of me, I hesitate to start the assignment</td>
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<td>Fear of the Unknown: 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</td>
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<td>Inability to handle the task: If I feel I lack skill, training, ability, personal resources to do the task, I avoid it completely</td>
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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:** Asses 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?