

Overcoming Procrastination Worksheet

Everyone procrastinates at one time or another. Sometimes, though, procrastination can seriously interfere with our chances of reaching our goals. Chronic procrastination could keep you from a good grade, completing a class, or finishing your degree program. However, there are steps you can take to overcome procrastination and meet your goals.

On this worksheet, identify the reason or reasons why you are procrastinating on a particular task. Then, look at the solutions and implement them to move on and complete your task.

Steps to the Cure:

1. *Realize* you are delaying something unnecessarily.
2. *Discover* the real reasons for your delay. List them.
3. *Dispute* those real reasons and overcome them. Be vigorous.
4. *Begin* the task.

*From California Polytechnic State University
Student Academic Services*

<http://sas.calpoly.edu/asc/ssl/procrastination.html>

Reasons to Procrastinate	Solutions	
The task is difficult.	<ul style="list-style-type: none"> • Reassure yourself that this isn't so hard. • Break it down into small steps. 	<ul style="list-style-type: none"> • Go work on it somewhere where you can concentrate. • Reward yourself after working on the task.
The task is time-consuming.	<ul style="list-style-type: none"> • Reassure yourself that this won't take too long. • Break it down into small steps. • Do just part of it now. 	<ul style="list-style-type: none"> • Make a plan for the rest of the week with start and stop times for the task. • Remind yourself how this task will help you accomplish your greater goals.
I'm not sure how to do the task.	<ul style="list-style-type: none"> • Tell yourself that once you start, you'll see that you really do know how to do it. 	<ul style="list-style-type: none"> • You can learn while you're doing it. • Call a classmate and brainstorm ideas about the task.
I'm afraid of screwing up.	Reassure yourself that: <ul style="list-style-type: none"> • It's ok to make mistakes. • We all learn from mistakes. 	<ul style="list-style-type: none"> • No one else will care about your mistakes because they are all busy worrying about their own mistakes.
I must do it perfectly or it isn't worth doing at all.	<ul style="list-style-type: none"> • Work in versions, like software publishers. You can always revise. • Recognize that it's impossible to attain perfection. 	<ul style="list-style-type: none"> • Praise yourself for what you have been able to do. • Recognize when the task is "good enough" and turn it in.
I'm easily overwhelmed by the work, even though I recognize it's really not that bad.	<ul style="list-style-type: none"> • Get help from someone else. • Bounce ideas off a classmate or friend. • Use time management to set aside quiet time to work on the task. 	<ul style="list-style-type: none"> • Work on task for just 5 minutes every time you think of it. • Reward yourself after working on the task.