Procrastination

Common Reasons For Procrastination

- 1 Fear of Failure 6 Distractions
 - 2 Lack of Motivation 7 Low Energy & Fatigue
- 3 Perfectionism 8 Lack of Clear Goals
- Being Overwhelmed 9 Poor Time Management
- Anxiousness

 10 Use of Procrastination as a Coping Mechanism

Practical Tools To Overcome Procrastination

Pomodoro Technique

Eat The Frog

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- Choose a task and work on it for 25 minutes with full concentration. After 25 minutes take a 5-minute break. Repeat this cycle 4 times and then take a longer 15-30-minute break.
- Five-Minute Start
 Set a timer for 5-minutes and choose a task. Work the entire 5-minutes and then decide if you want to keep working or stop when the timer goes off.
 - Two-Minute RuleIf it can be done in 2-minutes or less, get it done right away.
 - List out your tasks that you need to do and then do the worst one first to get it out of the way. After it is completed, find a way to sweeten the deal with a rewards, and then move on to your smallest task and work up towards your biggest task.

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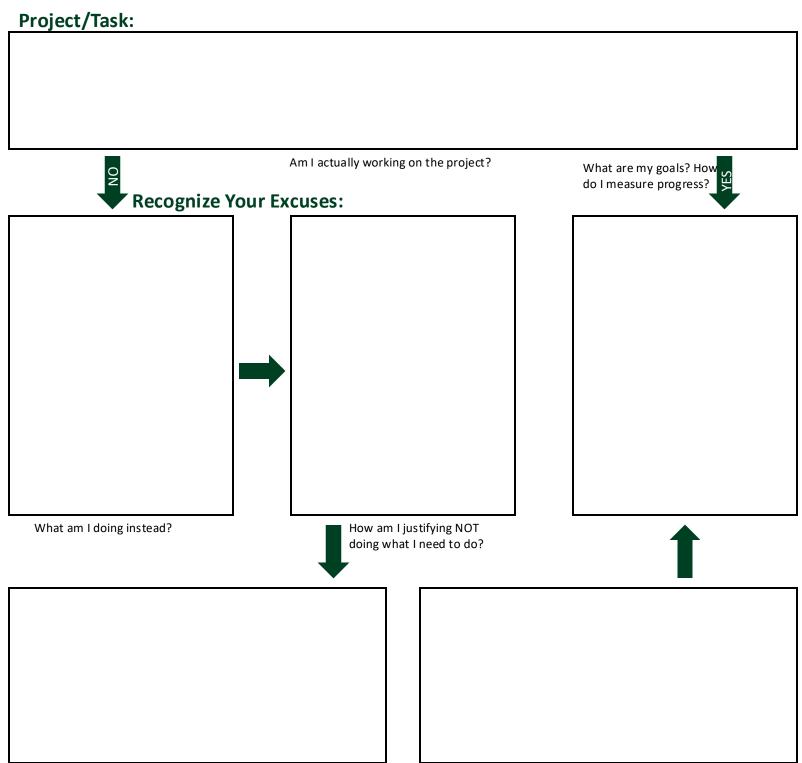
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Procrastination Awareness Plan

Identify Avoidance Areas

when you procrastinate, which specific tasks do you tend to avoid	dollig:
1.	
2.	
3.	
4.	
5.	
Identify Procrastination Behaviors How do you procrastinate? What activities do you engage in instead of completing your work?	
1.	
2.	
3.	
4.	
5.	
Planning For Success Avoiding Procrastination: What strategies can you use to avoid procrastination?	Interrupting Procrastination: When you procrastinate, what action can you take to re-focus and get back on track?
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Procrastination Management



What are the underlying reasons I'm Procrastinating?

Strategies to stop procrastination