

# Procrastination

## Common Reasons For Procrastination

1 Fear of Failure

2 Lack of Motivation

3 Perfectionism

4 Being Overwhelmed

5 Anxiousness

6 Distractions

7 Low Energy & Fatigue

8 Lack of Clear Goals

9 Poor Time Management

10 Use of Procrastination as a  
Coping Mechanism

## Practical Tools To Overcome Procrastination

- 1 Pomodoro Technique
- 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.

- 2 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.

- 3 Two-Minute Rule
- If it can be done in 2-minutes or less, get it done right away.

- 4 Eat The Frog
- 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.

# Procrastination Awareness Plan

## Identify Avoidance Areas

When you procrastinate, which specific tasks do you tend to avoid doing?

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

Project/Task:



Am I actually working on the project?

What are my goals? How do I measure progress?



**Recognize Your Excuses:**



What am I doing instead?

How am I justifying NOT doing what I need to do?



What are the underlying reasons I'm Procrastinating?

Strategies to stop procrastination