

Overcoming Procrastination: Causes & Cures - Action Plan

Part 1: Identify the types of tasks that you put off doing.

If you did not do so during the workshop, write out your answers to the following questions.

What tasks am I currently putting off?

What tasks have I put off doing in the past?

Is there a pattern? Are there certain types of tasks I avoid doing until the last minute?

How do I know when I'm procrastinating? Do I have favorite replacement activities?

Part 2: Strategies that help conquer procrastination.

Identify your replacement activities.

List two *productive* replacement activities that you find yourself doing when you procrastinate. These are activities you need to do but they are not a priority.

List two *time-wasting* replacement activities that you find yourself doing when you procrastinate. These are activities that you do not need to do.

Break a big task into little steps.

Choose one task that you need to do for a class this semester that seems huge to you and break the task down into little steps. Add more steps if necessary.

Describe the task:

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

Step 6:

Set clear goals and objectives.

Take step 1 from above and answer the following questions. Then, add this task to your calendar.

When do you plan to complete step 1?

How long do you think it's going to take you?

Where are you going to do it?

Reward yourself!

You should give yourself credit when you accomplish tasks. What will your reward be when you finish this step?