



Achieving Balance

The Procrastination Process

Symptoms:

I know I am procrastinating when I ...

1. _____
2. _____
3. _____

When I procrastinate it costs me ...

1. _____
2. _____
3. _____

Strategies to stop the procrastinating behavior:

1. Identify the roadblocks

- How have you wasted time this week?
- What are you doing the last day before the assignment or project is due?
- What are you saying to yourself?
- How are you feeling?

In understanding yourself you can overcome this self defeating behavior.

2. Develop an action plan

- Identify time stealers
- Specify realistic solutions
- Implement solutions
- Monitor your progress

3. Reward system

- Goals - short, mid and long term
- Project completion
- Risk taking
- Celebrate with others

Procrastination stops success cold. It is an absolute destructive state of mind and being.

Notes