

Name _____

Date _____

Master of Procrastination



Introduction: Are you a master of procrastination? Do you invent reasons for not acting on challenging tasks? Do you do everything else (all those little things) before you start on that challenging task? Do you put things off, saying to yourself--I only work well under pressure? Do you welcome interruptions so you don't have to deal with a problem? Do you postpone making a decision if it is a difficult or unpleasant one? Do you make excuses--too tired, too upset, too nervous? Do you "run out of the day" before you "run out of things to accomplish"?

If you answered "yes" to more than a few of the above questions you may be a master. However, procrastination is a habit, not a disease. One way to break that "habit" is to identify ways you waste time and tasks that are left undone because of this "habit."

Directions: Answer the following questions.

A. List three ways you most often waste time.

1.

2.

3.

B. What are the things you tend not to get done because of the three things you identified above?

1.

2.

3.

C. How can you overcome this “habit?”

Step One. Analyze why you haven’t plunged in. What’s stopping you? Is it a fear of failure? Do you really dread the work? Is it poor planning?

Step Two. Now that you have analyzed the reason, look at it again. Is it a silly reason? Is there really no rationale for the reason? Ask for feedback from a friend.

Step Three. Now that you have really identified the problem, conquer it. Learn how to use a day planner or calendar. Learn how to analyze and prioritize your tasks. Learn how to make decisions. How will these things help you avoid procrastination?