Overcoming Procrastination
Objectives

- Understand how we procrastinate
- Discover the underlying reasons for procrastinating
- Explore ways to combat negative attitudes that contribute to procrastination
- Learn practical tips and exercises for overcoming procrastination
What Is Procrastination?

- You said you would do something, but did something else instead
- You feel guilty about not making time to do a task
- You make frequent excuses for not completing tasks
You Know You’ve Procrastinated When…

- You suddenly get fatigued?
- You discover that it’s suddenly more important to be neat than to start the project?
- You get hungry?
- You do unimportant tasks first?
- You overanalyze the task?
Procrastination Profile

- What types of things do I tend to put off?
- What characteristics do they share?
- When do I find it hard to start or finish tasks?
- What are my delaying behaviors?
- Why do I procrastinate?
What Causes Procrastination?

- Anxiety/fear
- Over scheduling
- No deadline
- Unpleasantness
- Rebellion
- Lack of challenge
- No reward
- Perfectionism
Procrastinator Personalities

- The dreamer
- The rebel
- The crisis maker
- The overdoer
- The pleasure seeker
- The perfectionist
- The worrier
The Impact of Procrastination

- Low productivity at work
- Feeling inadequate
- Feeling powerless
- Guilt
- Failing to reach personal goals
Combating Negative Attitudes

- Know when resentment, anger or buried rebellion is the cause of your procrastination—and address it
- Focus on the future instead of what is difficult about completing the task
- Forge ahead
- Don’t beat yourself up about past behavior; be confident you can change
- Create enthusiasm
- Look for the positive

- Give yourself sufficient time to break the procrastination habit
- Be resilient; know that mistakes and failures sometimes happen
- Recognize the greater unpleasantness and stress that results from delay
- Understand that procrastinating ultimately hurts more than the short-term pain of the task
- Understand why a task should be done
12 Reasons to Give Up Procrastination

1. Relief from tension and worry
2. Less defensive
3. More realistic and honest about capabilities
4. Fewer unnecessary hassles
5. Improved personal interactions
6. Better time management
7. More time for fun
8. Enhanced job performance
9. Greater appreciation for the present
10. Less guilt and stress
11. Less analysis, paralysis and faster decisions
12. Life is more fulfilling!
Positive Delay

- The timing is not right
- Your instincts are right about waiting
- You shouldn’t do it in the first place
- There is too much on your plate
- Something else is urgent
- You’re tired
- You lack resources
Overcoming Procrastination

- Examine your reasons for procrastinating
- Think about the task with the highest priority
- Break long-term tasks into smaller bites
- Visualize completing each task
- Analyze your work habits
- Schedule unpleasant tasks first
- Assign a deadline
- Reward yourself
Breaking Through Procrastination: An Exercise to Get You Started

- Identify a project that you’ve been postponing
- List the benefits of completing the project—to you and others
- List four action steps you can take to get started on the project
- Choose a deadline for each step
- Make a commitment to a ‘buddy” to complete each step
- Give yourself a reward!
Maintaining Momentum

- Take regular breaks
- Set up a routine for repetitive projects
- Work with your moods
- Do any portion of the job, so long as it’s a concrete action
- Aim for 20 minutes of work on your task
- Mix up the types of activities called for in the project
- Strive for accuracy, not perfection
Working More Effectively

- Be realistic
- Prioritize
- Make a to do list
- Schedule your activities
- Divide projects into smaller pieces
- Create a schedule that allows flexibility
- Get in the habit of finishing
- Forgive yourself
- Organize your workspace
- Minimize distractions
Keeping Yourself Motivated

- Schedule a “catch up” day
- Make leisure time a priority too
- Set aside some down time each day to recharge
- Get enough sleep
- Reevaluate your goals regularly
Tips for Dealing With Stress

- Stay positive
- Practice healthy habits
- Make time to relax
- Focus on constructive problem-solving
- Avoid isolation
- Join a support group
- Try relaxation techniques
- Seek professional help
Overcoming Procrastination

Thank You For Attending

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