## Procrastination Worksheets

## Understanding Procrastination

Procrastination is the act of delaying or postponing tasks or actions. It can have various causes and can affect different aspects of life. This section helps you understand and reflect on your procrastination habits.

## Reflection Questions:

- What tasks do you commonly procrastinate on?
- How does procrastination affect your daily life?
- Describe a recent instance where you procrastinated. What were the consequences?


## Identifying Triggers and Patterns

Understanding the triggers and patterns of your procrastination can help in addressing it effectively. Use the table below to log instances of procrastination and identify potential patterns.

Procrastination Log:

| Date | Task | Time | Emotional <br> State | Potential <br> Triggers | Notes |
| :--- | :--- | :--- | :--- | :--- | :--- |
| 2024-01-03 | Report <br> Preparation | 2 hours | Overwhelmed | Task complexity | Rushed to finish |
| 2024-01-04 | Starting New <br> Project | 1 hour | Unmotivated | Unclear <br> objectives | Postponed to <br> next day |
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## Reflection Questions:

- Are there common triggers that lead you to procrastinate?
- Do certain times of day, emotional states, or environments make you more likely to procrastinate?


## Strategies to Overcome Procrastination

Here are some strategies you can try to overcome procrastination. Experiment with these and note what works best for you.

- Breaking Tasks Down: Break large tasks into smaller, manageable steps.
- Setting Clear Deadlines: Assign specific deadlines to each task or step.
- Reward System: Create a reward system for completing tasks on time.
- Accountability Partner: Partner with someone who can help keep you accountable.


## Action Plan:

Develop an action plan using the strategies above. Define clear steps and timelines.

| Strategy | Specific Actions | Timeline | Notes |
| :--- | :--- | :--- | :--- |
| Breaking Tasks Down | Divide report into <br> sections; tackle one | Next report due | Helps manage <br> complexity |
| Setting Clear Deadlines | Set internal deadlines <br> before the actual due | Each project | Creates urgency |
| Reward System | Small reward after each <br> task completion | Ongoing | Motivation to complete <br> tasks |
| Accountability Partner | Weekly check-ins with a <br> colleague | Weekly | Ensure follow through on <br> tasks |
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## Daily Procrastination Combat Planner

## Weekly Goals and Task Breakdown

Week of: 2024-01-10

## Weekly Main Goals:

1. Complete phase one of the new project
2. Prepare monthly sales report
3. Update team on project progress

## Task Breakdown by Day:

| Day | Key Tasks to <br> Accomplish | Priority <br> (High/Medium/Low) | Time Allotted |
| :--- | :--- | :--- | :--- |
| Mosearch for new project | high | 2 hours |  |
| Tuesday | Draft report outline | medium | 1 hour |
| Wednesday | Team update preparation | high | 1.5 hours |
| Thursday | Compile data for report | medium | 2 hours |
| Friday | Finalize project phase one | high | 3 hours |
| Saturday | - | - |  |
| Sunday | - |  |  |

## Daily Time Blocking Schedule:

| Hour | Task | Notes |
| :--- | :--- | :--- |
| $6: 00 \mathrm{am}$ |  |  |
| $7: 00 \mathrm{am}$ |  |  |
| $8: 00 \mathrm{am}$ |  | Keep it under 30 min |
| $9: 00 \mathrm{am}$ | Email Check | Focus time |
| $10: 00 \mathrm{am}$ | Project Research |  |
| $11: 00 \mathrm{am}$ |  |  |
| $12: 00 \mathrm{pm}$ |  | Quiet hours |
| $1: 00 \mathrm{pm}$ | Report Drafting |  |


| $2: 00 \mathrm{pm}$ |  |  |
| :--- | :--- | :--- |
| $3: 00 \mathrm{pm}$ | Team Meeting Prep |  |
| $4: 00 \mathrm{pm}$ |  |  |
| $5: 00 \mathrm{pm}$ | Review \& Plan for Tomorrow |  |
| 6:00 pm |  |  |
| 7:00 pm |  |  |
| 8:00 pm |  |  |
| 9:00 pm |  |  |
| 10:00 pm | Review \& Plan for Tomorrow |  |

## Evening review:

Tasks Completed:

- Completed research for new project phase one.
- Drafted an outline for the monthly sales report.
- Prepared the presentation for the team update.
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## Tasks Procrastinated:

- Detailed analysis for the project (only did a general overview).
- Finalizing the sales report (stopped at the draft outline).
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## Reasons for Procrastination:

- Felt overwhelmed by the amount of data for analysis.
- Unclear about some specifics in the sales report, needed more information.


## Plan to Overcome Procrastination Tomorrow:

- Start the day with the detailed analysis, when energy levels are higher.
- Schedule a short meeting with the sales team to clarify report specifics.
- Break down the analysis and report completion into smaller tasks and set mini-deadlines.


## End of week review:

## Accomplishments:

- Successfully completed the first phase of the new project.
- Prepared an effective team update presentation.

Challenges/Procrastination Instances:

- Struggled with data analysis due to its complexity.
- Delayed finalizing the sales report due to lack of clarity.


## Next Week's Focus:

- Complete the monthly sales report by mid-week.
- Begin the second phase of the project with a clear plan.

