

Procrastination Worksheets

Name:

Date:

I. Understanding procrastination

Procrastination is the act of delaying or postponing tasks or actions, often despite knowing the potential negative consequences. Take a moment to reflect on how procrastination shows up in your life and its effects.

How does procrastination affect your daily life?

Describe a recent instance where you procrastinated. What were the consequences?

II. Procrastination log

Understanding the triggers and patterns of your procrastination can help in addressing it effectively. Use the table below to log instances of procrastination over a few days or a week to identify potential patterns.

Date	Task	Time	Emotional state	Other notes

III. Identifying triggers and patterns

What patterns do I notice about my procrastination habits?

What types of tasks do I tend to procrastinate on?

Check all that apply.

Tasks that feel too difficult

Tasks with unclear instructions

Tasks I find boring or uninteresting

Tasks that make me feel insecure or uncertain

Other:

Describe:

What emotions or thoughts accompany my procrastination?

Anxiety or worry about the outcome

Fear of failure or criticism

Feeling overwhelmed or unprepared

Lack of confidence in my abilities

Other:

Describe:

I tend to procrastinate more when:

What are the short-term benefits and consequences of procrastinating?

What are the long-term benefits and consequences of procrastinating?

IV. Strategies to overcome procrastination

What strategies, if any, have you tried to overcome procrastination in the past?

New strategies I want to try include:

Breaking tasks into smaller steps and goals
Setting clear deadlines
Rewarding myself for completing tasks
Creating a distraction-free environment
Working in timed intervals (e.g., Pomodoro technique)
Other:

V. Action plan

Pick 3 strategies you are going to try to implement this week:

Describe what this will look like for you and what steps you can take to make this happen.

How will you track your progress in implementing these strategies?

What will success look like for you at the end of this week?

VI. Goals

Based on the strategies and plans you've created, outline 3 specific and actionable goals to focus on this week. For each, ensure your goal is clear, realistic and measurable.

1.

2.

3.

VII. Weekly Reflection

What went well and why?

What didn't go as planned, and why?

What changes will I make for next week?

VIII. Task prioritizer template

Instructions: Use this template to organize and prioritize your tasks based on their urgency and importance. Focus first on the "High Priority" tasks.

Task	Priority (High/Medium/Low)	Need to be completed by	Steps to complete
Notes			

IX. Daily planner template

Instructions: Use this template to plan your day hour by hour. Include key tasks, breaks, and review times to ensure a balanced and productive day.