

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 State	Potential Triggers	Notes

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

Daily Procrastination Combat Planner

Weekly Goals and Task Breakdown

Week of: _____

Weekly Main Goals:

1. _____
2. _____
3. _____

Task Breakdown by Day:

Day	Key Tasks to Accomplish	Priority (High/Medium/Low)	Time Allotted
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Daily Time Blocking Schedule:

Hour	Task	Notes
6:00 am		
7:00 am		
8:00 am		
9:00 am		
10:00 am		
11:00 am		
12:00 pm		
1:00 pm		

2:00 pm		
3:00 pm		
4:00 pm		
5:00 pm		
6:00 pm		
7:00 pm		
8:00 pm		
9:00 pm		
10:00 pm	Review & Plan for Tomorrow	

Evening review:

Tasks Completed:

- _____
- _____
- _____
- _____

Tasks Procrastinated:

- _____
- _____
- _____
- _____

Reasons for Procrastination:

- _____
- _____
- _____

- _____

Plan to Overcome Procrastination Tomorrow:

- _____
- _____
- _____
- _____

End of week review:

Accomplishments:

- _____
- _____

Challenges/Procrastination Instances:

- _____
- _____
- _____
- _____

Next Week's Focus:

- _____
- _____