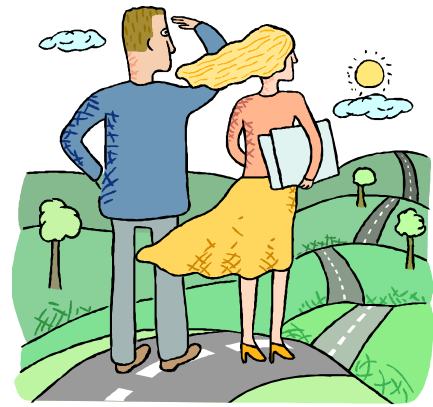


PROCRASTINATION

HOW SUCCESSFUL ARE YOU AT MANAGING PROCRASTINATION?

Almost Never	=	0
Sometimes	=	1
Half the time	=	2
Usually	=	3
Almost always	=	4



1. When tempted to put off tasks, I set deadlines for myself, including starting and stopping times. POINTS: _____
2. I watch for procrastination in others and help them overcome it. POINTS: _____
3. When facing problems of procrastination, I "go public" by announcing my deadline or goals to others, asking them to help me stay accountable. POINTS: _____
4. I practice self-rewards when progressing toward a deadline or completing a difficult task. POINT: _____
5. When fear of being wrong influences me to put off decisions or actions, I remind myself of the benefits of timely actions, and also remind myself, "It's not brain surgery." POINTS: _____

TOTAL SCORE: _____

15-20 Congratulations, you are not a procrastinator. You work hard to accomplish your tasks, tell others about your goals and reward yourself.

9-14 A little more effort from you would be nice. You could motivate yourself to do more, but you are still accomplishing a moderate amount. Kick it up a notch and see your productivity soar.

1-8 YIKES! You need an overhaul in the procrastination department. Start by setting some goals, and working to accomplish them one at a time. Make sure you tell others so they can help keep you accountable and build in a reward that will keep you motivated throughout the project.

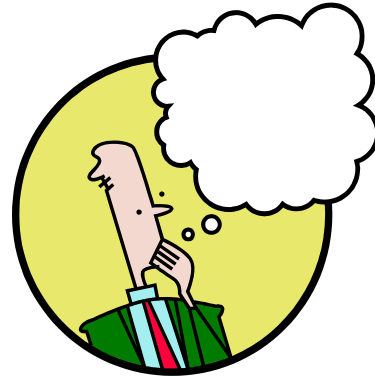
Take this exercise again in a few months, and see if you have improved!

Procrastinate no more! Look for other great advice at www.kathyfirkins.com

USE THIS WORKSHEET TO THINK ABOUT:

Reasons WHY you procrastinate:

- Unorganized
- Fear (of failure or even success)
- Over committed
- No motivation
- Lack of interest
- No desire
- Reluctance or hesitation



TIPS FOR STOPPING PROCRASTINATION

1. Set a deadline to accomplish something.
2. Do the most important or hardest part first. (this will make you feel good!)
3. Make a game or race of it. (How fast can I...)
4. Build in a reward. (coffee, chocolate, golf club, jewelry, etc)
5. Get organized.
6. Set overall priorities and stick to them! (faith, family then work)
7. Take a break. (Make time to take a break from the task)
8. Set up a system. (I will put all top priority items in this in-box)
9. Start small. (one drawer)
10. Start simple.
11. Remove distractions or excuses. (TV?)
12. Organize your materials, equipment and work space.
13. Work towards completion, not perfection.
14. Set realistic goals for yourself.

Think about this...

- A. What sorts of things do you put off?

- B. Why do you put them off?

- C. What are the benefits of completing the tasks, once you've finished them?



List **four action steps** you could take to get started on your project, or **four tips** you think would help you in your efforts to quit procrastinating. Look at list above...

- 1.
- 2.
- 3.
- 4.