What is Procrastination?

- **Definitions** – to put off till another day or time; to defer action; to delay.

- **Experiences** – to avoid the anxiety experienced when taking action, or thinking about taking action, on a task.

What's your procrastination pattern and impact?

- Emotions?

- Thoughts?

- Behaviors?

What predisposes a person to procrastinate?

- **Irrelevance** – imposed by another, assigned by another, and/or not meaningful to your own interests, goals, or values
- **Uncertainty** – about what is expected, about doing something new
- **Lack of skills** – lacking orientation, training, and/or experiences
- **Lack of efficacy** – not feeling confident in your ability to succeed (specific to the tasks or in general)
- **Over-commitment** –
- **Poor time management and organization** --
- **Unrealistic expectations and perfectionism** –
- **Evaluation anxiety** – putting so much value/importance on how others (or yourself) will respond to your efforts that you avoid engaging in the tasks
- **Concentration/attention problems** –
- **Other limitations or problems** –
What keeps you from taking responsibility to change this pattern?

What can a person do to overcome procrastination?

- Recognize your procrastination patterns and limitations.
- Identify your own goals, priorities, strengths & weaknesses.
- Set realistic expectations and set limits.
- Learn and utilize important life skills. – e.g., setting priorities and goals, planning ahead, managing time, organizing, building efficacy and self-confidence, etc.
- Acquire the training and skills needed for the tasks you undertake.
- Seek assistance to prevent, alleviate, treat, and/or adapt to personal difficulties.
- Most importantly, decide to reduce your procrastination and exercise discipline to make helpful changes!

What actions will you take in the next week to reduce your procrastination?