

Overcoming Procrastination Worksheet

1. Identifying Procrastination Patterns

- Describe a recent situation where you procrastinated:

- List the reasons why you delayed starting the task (e.g., feeling overwhelmed, perfectionism, fear of failure).

3. Emotional State:

Describe how you felt before and during the procrastination period (e.g., anxious, indifferent, stressed).

- Before: _____

- During: _____

2. Understanding the Impact

- Describe the consequences of procrastinating on this task (e.g., increased stress, poor performance, missed opportunities).

- Reflect on how procrastination impacts your personal and professional life.

3. Anti-Procrastination Strategies

- Break the task you procrastinated on into smaller, more manageable steps.

- Task: _____

- Step 1: _____

- Step 2: _____

- Step 3: _____

- For each step, set a realistic timeline for completion. Consider using the SMART goals framework (Specific, Measurable, Achievable, Relevant, Time-bound).

- Step 1 Deadline: _____

- Step 2 Deadline: _____

- Step 3 Deadline: _____

- List things that motivate you to complete tasks (e.g., rewards, the satisfaction of completion, the consequences of not doing it).

- Propose a daily or weekly routine that can help reduce procrastination. Include time for breaks and leisure activities.

- Outline strategies for dealing with the negative emotions that lead to procrastination (e.g., mindfulness, talking to a friend, journaling).

- Identify people or resources that can help you stay accountable and support you in overcoming procrastination.
