

Procrastination Worksheet

1. Reflect on your habits and identify tasks you frequently procrastinate on. What types of tasks do you tend to procrastinate on? (e.g., work assignments, household chores, studying)

2. Why do you think you procrastinate on these tasks? (e.g., fear of failure, lack of interest, feeling overwhelmed)

3. Identify specific triggers that lead to procrastination. What situations, feelings, or thoughts lead you to procrastinate? (e.g., stress, boredom, perfectionism)

4. List the negative consequences of procrastination in your life. How does procrastination affect your work, relationships, and well-being?

5. Reflect on the benefits of completing tasks promptly. How would finishing tasks on time improve your life?

6. Set specific, measurable, achievable, relevant, and time-bound (SMART) goals to tackle procrastination. Choose one task you tend to procrastinate on and set a SMART goal to complete it.

7. Break down a large task into smaller, manageable steps.

8. Prioritize tasks based on their importance and urgency. List your tasks and categorize them as high, medium, or low priority.

9. Identify potential obstacles to completing tasks and develop strategies to overcome them.

10. Implement time management techniques to stay on track.

- Examples: Pomodoro Technique, time blocking, to-do lists, etc.
