



Don't Put It Off Until Tomorrow ~ Let's Talk About Procrastination!

A Single 90-minute Webinar

- 1) Why do we procrastinate? (not doing what we feel we should be doing)
 - a) I like the _____ of rushing to get things done.
 - b) I work better _____.
 - c) I'm afraid of _____.
 - d) I'm afraid of _____.
 - e) I'm afraid of _____.
 - f) It's an _____ task.
 - g) It's a _____ task.
 - h) I don't have the _____.
 - i) I don't have the _____.
 - j) I have _____.
 - k) I have _____.

- 2) The good news is, procrastinators are _____, not _____.
- 3) Procrastination is different than _____.
- 4) Having too many items on your _____ doesn't make you a procrastinator.
- 5) Procrastination is not usually a _____ problem or a _____ problem, although improvement in those areas can be helpful.
- 6) When might procrastinating be a good thing?

7) Why is procrastination a big deal?

- a) _____time
- b) _____opportunities
- c) _____performance
- d) increased_____
- e) _____energy
- f) weakens the _____
- g) creates problems in _____
- h) destroys_____
- i) creates feelings of _____
- j) creates feelings of _____
- k) may be as dangerous as other _____
- l) threatens _____

8) How can you tell when you are procrastinating?

- a) I _____the time I have available to perform a task.
- b) I underestimate the time it takes to _____a task.
- c) I overestimate the _____I'll feel when "tomorrow" comes.
- d) I feel like I can't be successful at a task unless I _____doing it.
- e) I don't feel like I do my best work when I'm _____.
- f) I actively look for _____.
- g) I find myself procrastinating by_____.

9) How can we overcome procrastination? Recognize it, understand why we all do it, and then:

- a) _____to overcome it.
- b) use your _____.
- c) work _____in your calendar.
- d) be _____.

- e) eat the _____!
- f) reward _____.
- g) _____ tasks you never plan to do.
- h) be aware of _____ consequences.
- i) lessen your _____.
- j) don't think about _____; think "_____."
- k) ask someone to _____.

10) When you are planning a project,

- a) visualize the _____.
- b) understand the _____.
- c) establish _____ for yourself.
- d) work _____ in your calendar.
- e) break the project into _____.
- f) anticipate possible _____.
- g) _____ the time estimated for completion.
- h) track _____.
- i) _____ the steps of the project.
- j) begin the project right away so it is fresh in your mind, even if all you do is
_____ the steps you want to take.

11) Realize that _____ is not necessarily procrastination.

What will I do differently ~ specifically ~ to manage my tendency to procrastinate?
