

Overcoming Procrastination

**“Putting off an easy thing makes it harder. Putting off a hard thing makes it impossible.”
Neale Donald Walsch**

Every time you put off something you dislike, you:

- Strengthen the habit of not doing.
- Practice avoidance instead of participation.
- Avoid acquiring training and skills.
- Reinforce your negative attitude toward the task.
- Validate your fears.



Possible Reasons

- It's difficult. The task seems hard to do, and the tendency is to avoid the challenge.
- It's time consuming. The task appears too large, taking too much of your time.
- Fear of making mistakes.
- Stubbornness. You will get to it when you "are good and ready".
- Perfectionism. Unrealistic expectations of self/others.
- Low Frustration Tolerance. Circumstances overwhelm and easily discourage you.

Possible Solutions

- Practice the 15 minute plan. Work at the task for 15 minutes; take a break for 5 minutes, come back to the task for another 15 minutes.
- Do the unpleasant tasks or assignments first and get them over with.
- Give yourself a deadline and let others know what is.
- Practice accountability. When you meet your deadline give yourself a reward.
- Study with someone who doesn't procrastinate.
- Don't expect to be **perfect**. Accept setbacks and start again.

Practice What You Have Learned

- Think of something you are procrastinating about. Write it on the line below.

- Write down four reasons for your delay. These reasons are controlling influences so, take your time.

1. _____

2. _____

3. _____

4. _____

Dispute each reason above vigorously.

1. _____

2. _____

3. _____

4. _____

Write your plan on how you will tackle the task to get started.

1. _____

2. _____

3. _____

4. _____
