

Get Started:

Self-diagnose your procrastination style. Which one(s) can you relate to the most. **Rate your Top 3:**



The Worrier

- Would you rather not do something than get judged for doing it wrong and making mistakes?
- Do you question how to do something and then think you can't even get started?



The Postponer

- Are you pretty creative, but have a hard time finishing things you start on?
- Do you often underestimate how long something will take to complete?



The Avider

- Do you have trouble prioritizing assignments and determining the most important task?
- Do you avoid certain things because they seem too time-consuming?



The Perfectionist

- Do you pay attention to all the minor details?
- Do you spend all your time on one thing because you want it to be "just right" and then don't get to other things?



The Gamer/ Scroller/Viewer

- Are you most concerned with enjoying your time?
- Do you continually feel as if you've earned the right to take it easy outside of school?



The Crammer

- Do you often push deadlines back until the last minute?
- Do you think you do your best work when you're feeling forced to rush an assignment or project?



Activity: Choose Your Procrastination-Prevention Plan(s)

What would best help you overcome your procrastinationitis? Circle/check any plans that would be helpful:



The Worrier

Truth to remember: Attempting an assignment is better than not doing it at all. And by asking questions, it communicates your care and want to do a good job.

- 1) **When given an assignment, immediately look it over and make a list of your questions or concerns.** Are there expectations that aren't clear? Are you confused about how to do an aspect of the assignment?
- 2) **Ask a teacher or classmate.** Don't delay in asking your questions, whether it's in person or electronically. *Suggestion:* Identify a classmate in all of your classes with whom you can comfortably ask questions.
- 3) **Determine and take your first step.** By getting started you'll either feel better about what you have to do or have a better idea if you have more questions.



The Avoider

Truth to Remember: You'll feel less overwhelmed when you take care of what is most important.

- 1) **Record in your agenda all assignments, projects, and assessments with due dates that need to be completed this week** (or make a to-do list).
- 2) **Rank each of these items in order of importance** (1 is most important).
 - Are they being taken for a daily grade? Major grade?
 - Are any of these for a class you are failing or not doing well?
 - What do you think will take up the most time?
 - Which item is causing you the most stress?
- 3) **Schedule the day/time you will work on the three most important items this week** and stick to your plan.



The Gamer/Scroller/Viewer

Truth to Remember: The actions and thoughts you choose today will become the habits that you take into adulthood.

- 1) **Record in your agenda all assignments that need to be completed this week** (add any missing assignments that you can still turn-in).
- 2) **Identify one easy item and one difficult item that you can complete each day.** Write down your plan for what you'll do each day.
- 3) **Start with the easy item each day and once it's complete, move onto the harder item.** By finishing one thing, you'll create momentum for the next.
- 4) **Reward yourself with 30 - 40 minutes of what you want to do once you complete those two items.**

Activity: Choose Your Procrastination-Prevention Plan(s)

What would best help you overcome your procrastinationitis? Circle/check any plans that would be helpful:

**The Postponer**

Truth to Remember: *It only takes one step to set things in motion. And it's better to take the first step sooner than later.*

- 1) Record in your agenda or make a to-do list of all your assignments.
- 2) Next to each item, write down your estimate of how long each will take to complete AND give yourself a deadline earlier than the actual due date. For all major assignments or tests, check test reviews and rubrics, then break them down into smaller steps or components.
- 3) Create a schedule for the week and share that schedule with a parent, family member, or friend who will hold you accountable. For each day, come up with a reward that you will only get if you stick for your schedule for that day.

**The Perfectionist**

Truth to Remember: *Your "best" work might keep you from doing all your work.*

- 1) Write down everything you need to do and the amount of time you realistically think each should take to complete. Check yourself by asking how much time you think your teacher would say it should take you.
- 2) In your agenda, schedule the following for the rest of the week:
 - When you should be getting to bed to get eight hours of sleep
 - A 30-minute de-stressor each day
 - When you'll work on each assignment/project/test according to the time needed and limit yourself to that time.
- 3) If you feel like you have to work longer than necessary, ask yourself if you're focusing on something that will be worth it in the end.

**The Crammer**

Truth to Remember: *You'll feel most accomplished when you're setting yourself up for success in all aspects of your life.*

- 1) In your agenda or calendar, schedule four short blocks of 25-30 minutes to work on academics.
 - Between each block, give yourself a small break to recover (< 5 minutes).
 - Consider the time of day you ACTUALLY work best that is before 9pm.
 - Allow yourself a longer break for meals.
 - Don't forget to take a few minutes to check for mistakes or improvements.
- 2) **Stick to your plan this week.** If you find yourself not sticking to your schedule, remind yourself that it's just a short amount of time you have to do work and see how efficient you can be within that time frame!



3.6: Overcoming Procrastination

Reflection/Application: Customize Your Procrastination Treatment Plan

After thinking through the different procrastination styles...


- What did you learn about yourself that you had not thought about before?


- Use the previous pages to help design a Procrastination Treatment Plan for yourself:


Name: _____ Date: _____


Primary Procrastinationitis (#1 on your list):


Other procrastination symptoms (#2 – #3):


 **Recommended Treatment.** List at least three action steps that will help you manage your procrastination habits:

 Target bedtime: _____

 What is your plan for building in rest and relaxation (in moderation)?

 How will you monitor your success?

 How will you reward yourself for successfully implementing your plan?

 How will you remind yourself to stay on plan if you deviate?