

# Overcoming Procrastination

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The Art of Getting Things Done Now



**CHAOS2RESULTS®**  
BUSINESS COACHING

# Overcoming Procrastination

## Procrastination Warning Signs in My Life

1. Assign a point value to each of the following statements on a scale of 0 to 5, with 0 indicating that the statement is not true for you, and 5 indicating that the statement is strongly true for you.

Point Value	Procrastination Statement
	1. I usually find reasons for not acting immediately on a difficult assignment.
	2. I know what I have to do but frequently find I spend my time doing something else that is more enjoyable.
	3. I work best at the “last minute” when the pressure is really on.
	4. There are too many interruptions that interfere with me accomplishing my top priorities.
	5. It feels unfair when I am pressed to make an unpleasant decision.
	6. I take half measures to delay unpleasant or difficult actions.
	7. When tired I really just want to ‘veg out’ rather than do the difficult tasks I face.
	8. I question why tasks always have to be so difficult all the time.
	9. I find myself waiting for inspiration before starting important tasks.

2. Next, add up the point values assigned according to the following grouping of statements.

Questions:  $2 + 3 + 7 =$  \_\_\_\_\_ points

Questions:  $1 + 4 + 9 =$  \_\_\_\_\_ points

Questions:  $5 + 6 + 8 =$  \_\_\_\_\_ points

3. With the above point totals determined, assess which procrastination warning sign (highest point total) is most prevalent in your life. Based on your highest score:

Questions:  $2 + 3 + 7 =$  May be inclined at **Indulging in Distractions**

Questions:  $1 + 4 + 9 =$  May be inclined to **Making Excuses**

Questions:  $5 + 6 + 8 =$  May be inclined to **Feeling Despair**

# Overcoming Procrastination

## Procrastination Matrix

**Directions.** Use this matrix to connect the most popular reasons people procrastinate to the strategies that can help to overcome them.

		STRATEGIES FOR OVERCOMING PROCRASTINATION								
		Vocabulary	Reverse Calendar	Filling Up Your Schedule	Work in Flow State	Fully Embraced Goals	Look at the Tiny Steps	Make Your Own Rewards	Reframe its Importance	Sleep, Eat Healthy, Exercise
REASONS FOR PROCRASTINATING	Fear of Failing	■	■	■	■	■	■	■		■
	Lacking Motivation			■		■		■	■	■
	Lacking Focus			■	■	■	■	■	■	
	Feeling Overwhelmed	■	■		■		■		■	■
	Task Unpleasant	■			■	■		■	■	■

## Strategies for Overcoming Procrastination:

- 1. Vocabulary** – Watch your choice of words when you talk about a task you need to do. The words you use will have a strong influence on your perception. *“Positive words yield positive results.”*
- 2. Reverse Calendar** – Start with the ultimate deadline, and then work backwards creating smaller deadlines leading up to the beginning of the task. Do your best to make sure these deadlines are within your control. *“Many small steps are what get things done.”*
- 3. Filling Up Your Schedule** – Reduce the time you think you have available for working on important tasks by scheduling recreational and non-work related activities. Since the time when you can work on important tasks will be limited this way, you will have a tendency to make the most of the time available. *“If I have less time to do this, I’ll act.”*
- 4. Work in Flow State** – We’re most productive when fully focused. Distractions, intense emotions and other concerns undermine our focus and productivity. Deal with these distractions by conducting a simple 2-minute meditation by closing your eyes, taking several deep breaths, emptying your mind, and visualizing yourself completing your task. *“Plant seeds of success.”*
- 5. Fully Embraced Goals** – Do not work on things you do not care about. This will only reinforce existing procrastination patterns. Commit to a task, not comply with it. *“Practice makes perfect.”*
- 6. Look at the Tiny Steps** – If looking at the big picture overwhelms, break it down into smaller steps. Tackle these tiny steps one by one as individual victories. Before you know it, you will reach success. *“Think: Little wins!”*
- 7. Make Your Own Rewards** – Promise yourself a treat once a certain task is completed. Note how good it feels to finish things. *“A small treat awaits you.”*
- 8. Reframe its Importance** – If you know a task has to be done, but it’s not emotionally important to you, find a way to make it important. *“It will please the people I love if I do this.”*
- 9. Sleep Eat Healthy and Exercise** – It’s hard to focus on completing a task when you are tired. So get enough sleep, eat healthy, and exercise regularly. *“Nothing is so fatiguing as the hanging on of an uncompleted task.”*
- 10. Uncover Start and End Points** – Once something has a beginning and an end, it’s a lot easier to start filling in the middle. Define the start and end points of your task so you know how big or small it is. *The beginning is the most important part of the work.”*

# Overcoming Procrastination

## Where, Why, and What to Do about My Procrastination

**Directions.** 1) Identify a task that you usually end up procrastinating around. 2) From the Procrastination Matrix, pick the most appropriate reason from the five listed that explains why you procrastinate on this task. 3) From the Procrastination Matrix, choose a strategy that can help you to overcome this reason for why you are procrastinating.

<b>1) The task I usually procrastinate on is:</b>	<b>2) The reason why I usually procrastinate on this task is:</b>	<b>3) The strategy that I could use to overcome this is:</b>