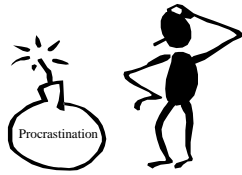


# Understanding Procrastination

Employee Assistance Program

Texas A&M University  
Human Resources  

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# What You Can Expect From This Workshop

- The Bad News
- The Good News



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# How do I procrastinate?



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## Let's Survey the Situation....

- What is your Procrastination Quotient???

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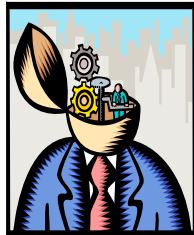
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## Why Do People Procrastinate?



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## Reasons cont.



- Perfectionism
- Unrealistic expectations
- Environmental conditions
- Fear and Anxiety
- Personal problems

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## Mental Triggers

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## Time Management Matrix

	Urgent	Not Urgent
Important	<ul style="list-style-type: none"><li>• Crises</li><li>• Pressing problems</li><li>• Deadline-driven projects</li><li>• Fix equipment</li></ul>	<ul style="list-style-type: none"><li>• Preparation</li><li>• Prevention</li><li>• Planning</li><li>• Empowerment</li><li>• Recreation*</li></ul>
Not Important	<ul style="list-style-type: none"><li>• Interruptions</li><li>• Certain: mail, calls meetings</li></ul>	<ul style="list-style-type: none"><li>• Busywork</li><li>• Excessive TV</li><li>• Office gossip</li></ul>

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## The Benefits of Procrastination

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## The Costs of Procrastination

### ◊ EXTERNAL COSTS

- ◆ Poor performance
- ◆ Loss of rewards
- ◆ Relationship problems
- ◆ Fatigue
- ◆ Stress
- ◆ Guilt
- ◆ Conflict with co-workers



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### ◊ INTERNAL COSTS

- ◆ Self-criticism
- ◆ Embarrassment
- ◆ Anxiety
- ◆ Lack of concentration
- ◆ Guilt
- ◆ Sense of being a “fake”
- ◆ Physical exhaustion
- ◆ Physical illness
- ◆ Inability to enjoy yourself

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## Benefits of Overcoming Procrastination

- Peace of mind
- Sense of control
- Feeling of strength
- Sense of competency



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## Cycle of Procrastination



- I'll start early this time.
- I've got to start soon.
- What if I don't do this?
- There's still time.
- Is there something wrong with me?
- The final choice: to do or not to do
- I'll never procrastinate again.

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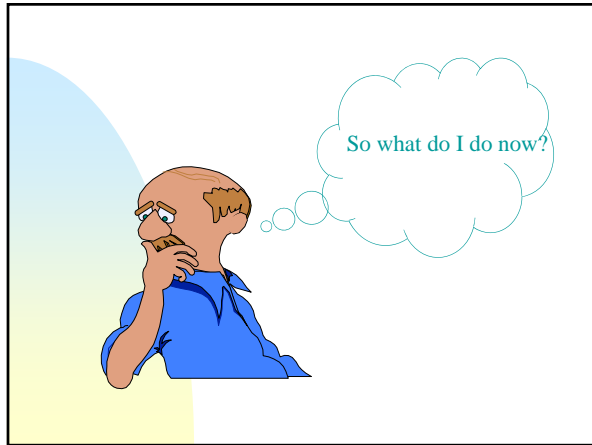
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## How to Stop Procrastinating

- Identify your procrastination
- Commit to change
- Identify personal causes of procrastination
- Learn new tools
- Carry out action plan



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## WHAT CAN YOU DO?!?

- ◇ **Behavioral Changes**
  - ◆ Just do SOMETHING - START!
  - ◆ Start with clear, measurable goals.
  - ◆ Take “bits & pieces” approach.
  - ◆ Use the 10-minute method.
  - ◆ Block out time.
  - ◆ Prioritize and make action plans.

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## Obstacles to Getting it Done

- ◇ **GOALS**
  - ◆ Too Ambiguous
  - ◆ Too Ambitious

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## Goal Setting

**SMART**

- S = specific
- M= measurable
- A = action oriented
- R = realistic
- T = time bound

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## WHAT CAN YOU DO?!?

### ◇ **Mental & Emotional Changes**

- ◆ Create a challenge!
- ◆ Duplicate your successes.
- ◆ Action, then motivation.
- ◆ Your time, your choice.

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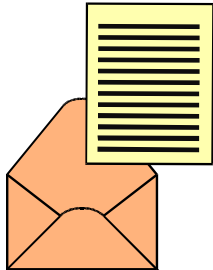
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## Segmenting Tasks



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## 10 Minute Technique



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## What about Efficiency???

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## Those #\$\$%^ Interruptions

- Say no and reschedule
- Defensive tactics
- Private time



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## How do you spend your time?

- When do I waste time?
- When do others waste my time?
- What unnecessary tasks can I eliminate to gain time?
- What time of day am I most productive? Least productive?

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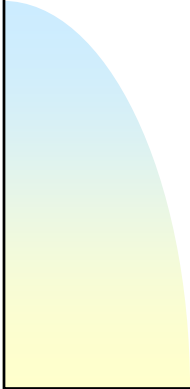
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## The Unschedule

- Schedule only:
  - previously committed time such as meals, sleep, free time, recreation, leisure, reading, socializing, family time
  - health and exercise activities
  - routine structured events such as commuting time, work, medical appointments

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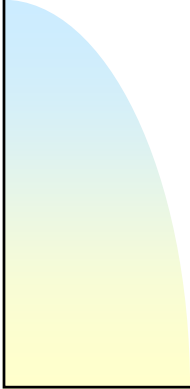
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## The Unschedule

- Fill in your Unschedule only after you have completed at least one half-hour of the task. Think of the Unschedule as a time clock that you punch in and out when you take credit for your progress.
- Take credit only for periods of work that represent at least thirty minutes of uninterrupted work.

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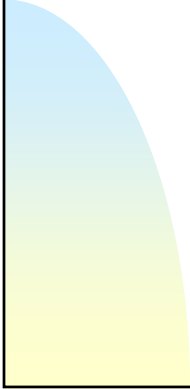
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## The Unschedule

- Reward yourself with a break or a change to a more enjoyable task after each period is worked.
- Keep track of the number of quality hours worked each day and each week. Emphasize what you did accomplish.

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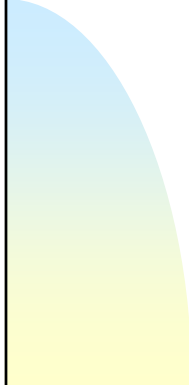
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## The Unschedule

- Any pleasurable or frequent activity you engage in has the power to create motivation for the activity it follows. Take time out for a little work on your goals beforehand.

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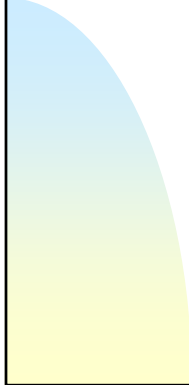
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## The Unschedule

- Focus on starting.
- Think small. Aim for thirty minutes of quality, focused work.
- Keep starting. Finishing will take care of itself.

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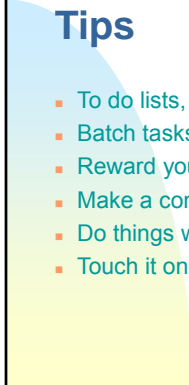
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## Tips

- To do lists, things like least first
- Batch tasks
- Reward yourself
- Make a contract
- Do things when you think of them
- Touch it once

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# Employee Assistance Program Services

- ◆ Counseling, Assessment & Referral
- ◆ Supervisory Consultations
- ◆ Mediations
- ◆ Workshops
- ◆ Grief & Loss Program
- ◆ Alcohol & Drug Abuse Program

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I  
Can  
Do  
It  
NOW!

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