

Managing Procrastination

Procrastination is a habit and way of putting off or avoiding situations and tasks that may be unpleasant, complex, or lack enjoyment. Procrastination can be rooted in anxiety, low self-confidence, lack of motivation, and a lack of structure. Oftentimes, people with perfectionistic tendencies experience procrastination to avoid feeling like they won't do well. After all, if you never start, how can you fail? Procrastinating and avoiding may provide temporary relief for something unpleasant, but it can lead to feelings of guilt, shame, anxiety, and producing lower quality work.

Step 1: Recognize that you're procrastinating. What situation or task are you putting off?

- Do you follow the urge to distraction (i.e. checking texts, email, or social media) or the urge to do something easier or more comfortable?
- Do you Compulsively check distractions every few minutes (i.e. your phone for texts, social media, news, blogs)?

Step 2: Explore WHY you're procrastinating. Is time a factor? Is the task boring, too hard, or overwhelming? Will it be a hard and unpleasant conversation? Are you afraid of making the wrong decisions? Is it something you don't know how to do?

Once you recognize that you are procrastinating and understand your reason behind procrastinating, you can take steps to address it.

1. Declutter your space. Research shows that a disorganized space causes stress and is a distraction.
2. Take a walk or do something active. A quick 5-10 minute activity break has energizing effects and can reduce stress and increase focus.
3. Keep a to-do list. If the list is long and overwhelming, try prioritizing the list and balance completing the high priority items with some of the easier/less time-consuming to experience the feeling of success.
4. Learn your peak performance time of day and work on your hardest tasks when you have the most energy, drive, and clarity.
5. Planned procrastination – Based on your “why,” postpone the situation or task for a specific day and time. Use your current time for something else on the to-do list.
6. Create a plan w/ small achievable goals –
 - a. Divide tasks into smaller goals.
 - b. Set a specific time you expect to be done w/ each smaller goal and write it down
 - c. Schedule time to complete one small goal.
 - i. Set a timer and remain focused on completing the small goal.
 - ii. Eliminate distractions during the scheduled time. Do not text, answer phone search the internet/other distractions.
 - iii. When completed, schedule the next small goal and repeat.
7. Check out some of our [wellness webinars](#) and [Real Goals](#) on mindfulness, time management, and decluttering your home.