

## One Dozen Ways to Overcome Procrastination

- 1. Practice Telling Time** – Predict how long it will take to do an activity and compare your prediction with how much time it actually does take. This helps you estimate more accurately how much time is needed for tasks.

Practice “Telling Time” Card		
Activities	Time Prediction	Actual Time

2. **Learn To Use Little Bits of Time** – No matter how small a time period, it has value.
  - A. Make a list of small tasks that are a part of a project.
  - B. Use the Swiss Cheese Method – poke holes in projects by doing small segments at a time.
  - C. Set a self-imposed deadline – “I’m going to complete my expense report in 20 minutes.”
  - D. Look at cancelled appointments and meetings as opportunities or extra little bits of time.
  - E. Do a dreaded task. Commit to spending a little bit of time on this task no matter how much you dislike it.
3. **Allow for Interruptions** – Don’t schedule your time so tight that you can’t handle any surprises.
4. **Make a Commitment to Someone Else** – This doubles your accountability and increases the likelihood that you will follow through.
5. **Give Yourself a Pep Talk** – Remind yourself to read the pep talk script below when you are procrastinating.

**Pep Talk Script**

1. Why did I choose (agree to) this project?
2. What are the benefits of completion?
3. What is the price of delay?
4. Can I do this?

**YES, I CAN DO IT!!!!**

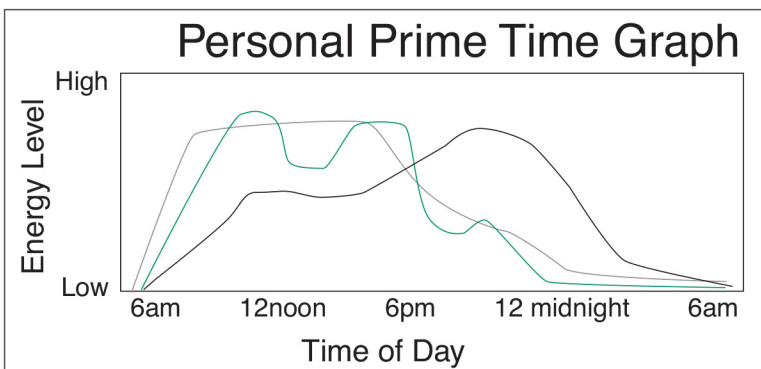
*Photocopy and cut this card out or  
make your own card to carry with you.*

6. **Clarify** – Get more information about the project. Eliminate any uncertainties.
7. **Take a Stimulus Change or Rest Break** – Take a walk, stretch, make a quick phone call, or get a drink of water.
8. **Reward Yourself for Task Completion** – Remember to use rewards after you complete a task, not in the hope of future completion.
9. **Remember, “Nothing Is Either Good or Bad, But Thinking Makes It So”** – Changing the way you view a task may prevent procrastination.
10. **Plan for Pleasure** – Set time aside for 100% relaxation and recreation. This restores mental energies.
11. **Identify Personal Prime Time** – Use this graph to plot your levels of mental, physical, and social energy on a typical day. Use a different color line for each of the three types of energy. Fill in the key to indicate what color you used for each type of energy.

Following is a sample graph:

**Type of Energy Color of Line**

Mental	Black
Physical	Grey
Social	Green

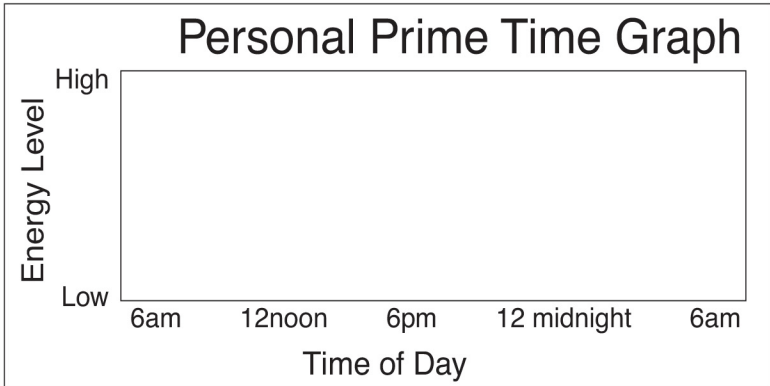


**Type of Energy Color of Line**

Mental \_\_\_\_\_

Physical \_\_\_\_\_

Social \_\_\_\_\_



Schedule important activities to coincide with high energy levels.

**12. Join the Procrastinators Club of America** – 1111 Broad-Locust Building, Philadelphia, Pennsylvania 19102. It's the least you can do if you don't want to stop procrastinating. If you write for information, be forewarned that it may take them awhile to send it to you!