

The Perfectionist: "I'd like to finish what I'm doing, BUT I want it to be perfect!"

Perfectionists can be reluctant to start or finish a task because they do not want to do anything less than a perfect job. Although their primary concern is not to fall short of their own lofty standards, they often worry about failing the high expectations that they believe other people have of them. Unfortunately, once they've begun a task, they often can't resist spending far more time and energy on it than is required.

The Overdoer: "I'd do it now, BUT I have so much to do!"

Overdoer procrastinators say "yes" too much because they are unable or unwilling to make choices and establish priorities. In other words, they have not really mastered the art of decision-making. Because of this liability, they tend to be inefficient in managing time, organizing resources, and resolving conflicts. The result is that they try to do too much at once and, inevitably, fail.

The Crisis-Maker: "I'd do it now, BUT I only get motivated at the last minute."

The crisis-maker needs to live on the edge. Addicted to the adrenaline rush of intense emotion, constant challenge, and emergency action, crisis-makers delight in pulling things off at the last minute. To them, procrastination is a form of adventure. Adventures, however, are by nature risky, and the crisis-maker procrastinator often loses out.



The Dreamer: "I'd like to start doing it, BUT I hate all the bothersome details."

The dreamer wants life to be easy and pleasant. Difficult challenges that confront the dreamer can automatically provoke resistance: "That might be hard to do" gets translated into "I can't do it." Dreamers are very skillful in developing grandiose ideas, but they seem incapable of turning their sketchy ideas into realities: a pattern that frustrates themselves as well as people around them.

The Worrier: "I could do it, BUT I'm afraid to change."

Worriers have an excessive need for security, causing them to fear risk. They proceed too timidly through life, worrying incessantly about "what ifs." Faced with a new situation or demand, they become easily anxious, because anything new involves change and, therefore, unknown and potentially undesirable consequences. Once they start a project, they're likely to drag it out in an effort to help "soften the blow."

The Defier: "I could do it, BUT why should I have to?"

The defier is a rebel, seeking to buck the rules. Some defiers are openly proud of their tendency to procrastinate, precisely because it goes against the "normal" or "logical" way to do things. By procrastinating, they are setting their own schedule—one that nobody else can predict or control. Other defiers are more subtle—they don't flaunt their opposition, they simply don't take on the responsibility to do it in a timely manner (i.e., "passive aggressive").

PROCRASTINATION

Which sounds most like YOU?



PROCRASTINATION QUIZ

	Yes	No
1. Do you act as though if you ignore a task it will go away?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you underestimate the work involved in the task?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you overestimate your abilities and resources in relation to a task?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you deceive yourself into believing that a mediocre performance or lesser standards are acceptable?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you deceive yourself by substituting one worthy activity for another?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you believe that repeated "minor" delays are harmless?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you dramatize a commitment to a task rather than actually doing it?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you persevere on only one portion of a task?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you become paralyzed in deciding between alternative choices?	<input type="checkbox"/>	<input type="checkbox"/>

HOW TO SET GOALS FOR MYSELF

Your life is yours to shape and direct as you see fit through your personal values. You really can do much more and grow much more than you think you can once you make a decision and commitment to do it!

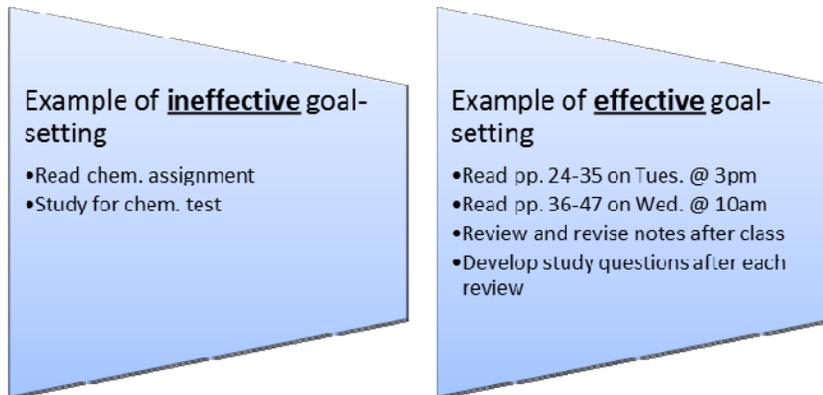
To have a chance of success, a goal should have the following qualities:

- **ACHIEVABLE:** do I have the time, energy, and ability to do this?
- **NOT DEPENDENT:** goals which rely on the cooperation of others or on conditions (such as the weather) are more risky than those I can accomplish on my own
- **BELIEVABLE:** do I have the self-confidence that I can really do this?
- **MEASURABLE:** so I will be able to see the actual progress or be able to tell if I actually achieve it; this will give me a lot of motivation and encouragement
- **"WANTABLE":** do I really want this, or is it one of those hundreds of other things I feel I *should* do? (i.e., perhaps put on me by expectations of someone else)
- **WITHOUT ALTERNATIVE:** either/or goals divide my energy and attention, and also give me a chance to "cop out"
- **NOT INJURIOUS:** to myself or others
- **IMPORTANT:** does it line up with my important values, or is it a trivial idea that means nothing to me?

STEPS TOWARD PROCRASTINATION RECOVERY

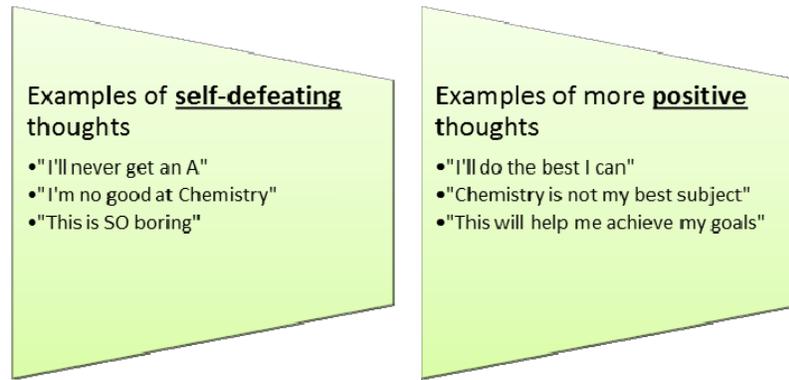
◆ Improving Time Management

- Plan ahead by *identifying and clarifying your priorities*.
 - For Example:
 1. To do well in school
 2. To get my degree
 3. To get a good job
 - Make SPECIFIC behavioral goals– Put them in your planner!

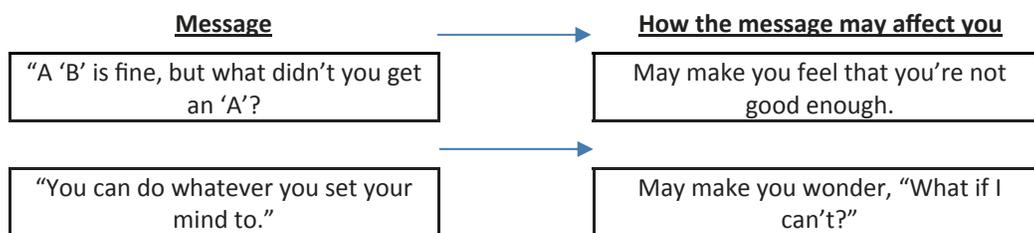


- Break down goals into manageable ones– this makes them less overwhelming. Start by knowing how much time you need for each goal.
- ◆ List the benefits of completing each task. Identify how that task fits with your priorities.
- ◆ Reward yourself for completing a set of tasks.
- ◆ When time management alone doesn't work, ask yourself:
 - Did I procrastinate on planning my week?
 - Am I still running out of time?
- ◆ Many focus on what is left to do, rather than what has been accomplished.
 - Acknowledge your accomplishments
 - Give yourself rewards for completing tasks
- ◆ Create a good study environment.
 - Free of distractions
 - Free of clutter
 - Not answering the door or phone (especially if you can't say "NO")

◆ Challenge negative thoughts.



◆ Identify messages you've learned, and how they might affect the way you view and feel about yourself.



◆ Consider counseling.

- If you are having personal problems that are interfering with your motivation
 - If your expectations are unreasonable (e.g., are your expectations so high that they are causing you stress and anxiety?); if so, you need to modify them
 - If your self-worth (or other people's admiration) depends on being perfect
- ◆ Know what success means to you not to others. Set your own criteria for success.
- ◆ Recall previous successes. Focus on what is finished, not what is left to do.
- ◆ View failure as an opportunity for new learning.
- ◆ Find the middle ground between "I can't" and "It has to be perfect."



HOW TO MAKE A TO-DO LIST

A "to do" list is a technique to aid you in better organizing and defining the tasks you need to complete and to help you become more efficient.

Example of **INEFFECTIVE** "To DO" List:

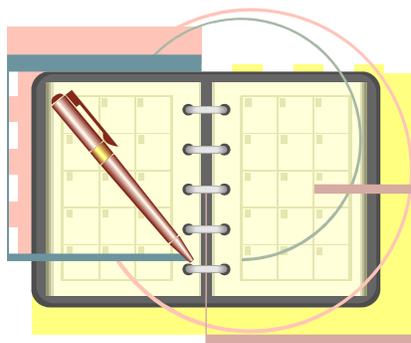
Study Chemistry
Do lab report
Write English paper
Do laundry

Example of **EFFECTIVE** "TO DO" List:

- Study Chemistry
 - Reread Ch. 3, pp. 10-20
 - Reread Ch. 3, pp. 21-30
 - Review lecture notes from 10/1
 - Make flashcards of formulas
- Do Lab Report
 - Outline report
 - Write up report
 - Edit report
- Write English Paper
 - Pick topic
 - Collect sources in library
 - Outline
 - Write paper
- Do Laundry

Tips to remember when making a list:

- Get in the habit of doing it every morning
- Be specific: define exactly what you have to do
- Break your tasks into small steps– it leads to greater success
- Ask yourself if its feasible for you to complete all your list items during the day
- Ask yourself if you will feel good about yourself if you complete all your tasks for the day



**BLANK TO DO LISTS AND
WEEKLY SCHEDULES**

IN THIS PACKET

Make some copies to start improving your
time management skills and productivity
TODAY!

Prioritizing Your "TO DO" List and Making a Schedule

The "ABC" Priority System

- A** = high value items (you get the most out of doing these first)
B = medium value items (important but not essential)
C = low value items ("when I have time" items)

Follow these rules:

1. Never do a **C** or **B** when you have an **A** to do.
2. Never do a **C** just because you can get it out of the way in a short amount of time you have. Do an **A!**
3. Regarding **C**'s, ask yourself: What will happen if I don't do this **C**? If the answer is "nothing", then don't do it!

What do you have to do today?

*The primary tool of good planning is...
SCHEDULING.*

When thinking about scheduling, keep the following in mind:

1. Scheduling = Freedom. By including time for fun and relaxation in your schedule, you'll ensure you have time.
2. Be sure to take advantage of this freedom by scheduling enjoyable breaks. Examples would be regular 3 minute study breaks, spending an hour for lunch with friends, etc.
3. Use a daily calendar and stick to it!
4. Consider your internal clock (when you work best) as well as the external clock (such as when the library is open) when making your schedule.
5. Be assertive! Make time for important tasks and minimize distractions when trying to complete items on your to-do list.
6. To correctly estimate time, work backwards from the due date for tasks.
7. Be flexible. When something unexpected alters your schedule, remember you can swap items in your schedule within the same day or even the same week where possible. If you miss a scheduled task, don't allow negative self-talk to stop you from moving on to the next task or re-scheduling as necessary.