



One Step at a Time: Working through Procrastination

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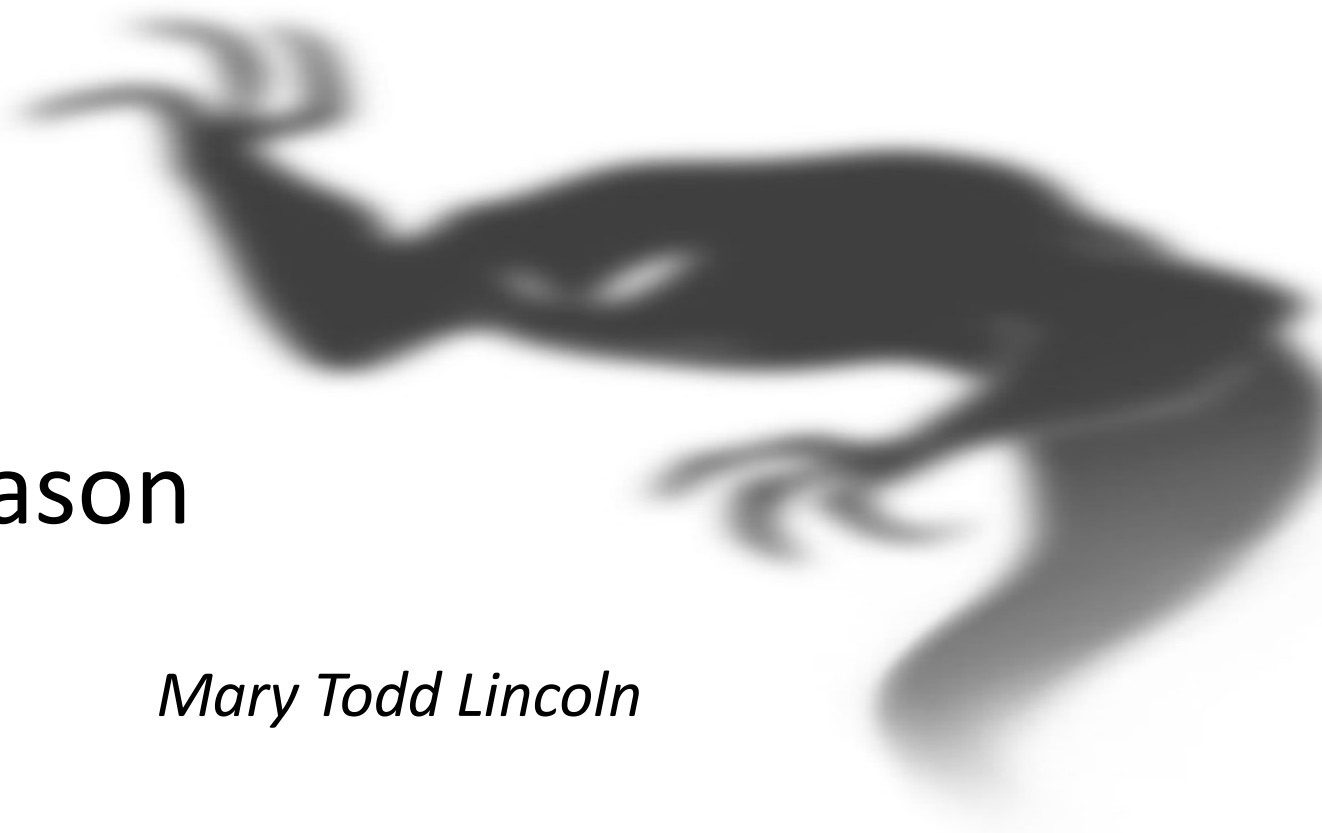


- **Learning Objectives**
- Determine for you whether it is a symptom or a cause
- Have a plan for overcoming your procrastination



My evil genius (demon)
Procrastination
has whispered
me to tarry
'till a more convenient season

Mary Todd Lincoln





“Give me six hours to chop down a tree
and I'll spend the first four sharpening
the axe.”

— Abraham Lincoln





PROCRASTINATION

PROBLEM OR CHALLENGE

THAT BRINGS ABOUT

Stress and Guilt

AND MAKES LIFE MORE

Complicated

THAN IT SHOULD BE



10 Most Used Excuse RoadBlocks

- Think This Through
 - Having Fun
 - Need to Get Organized
 - Too Hard
 - Not in the Mood
 - I'll Start Tomorrow
 - Other Things That Need To Get Done First
 - Too Tired Right Now
 - Plenty of Time





Work

Best

Under Pressure





- **Things That Stop Us Along The Way**

- Fear of Failure
 - Fear of Success
 - Fear of Losing
 - All or Nothing Attitude
- Success should be Effortless
 - High Standards
 - Negative Self-Talk
 - Relationship Conflicts
- Too Many Projects





Resulting Consequences

- Loss of Trust
 - Constant Anxiety
 - Guilt
 - Missed Opportunities
 - Strained Relationships
 - Erosion of Self-Confidence
 - Sink Deeper into the Problem





- What is the Plan – How Do We Get Started

1. Be Honest With Yourself

- A. Who are You
- B. When are Your Peak Hours
- C. What/Who motivates You
- D. Are You Serious about Getting the job Done
- E. Hold/How Yourself Accountable
- F. Do You Like This Type of project

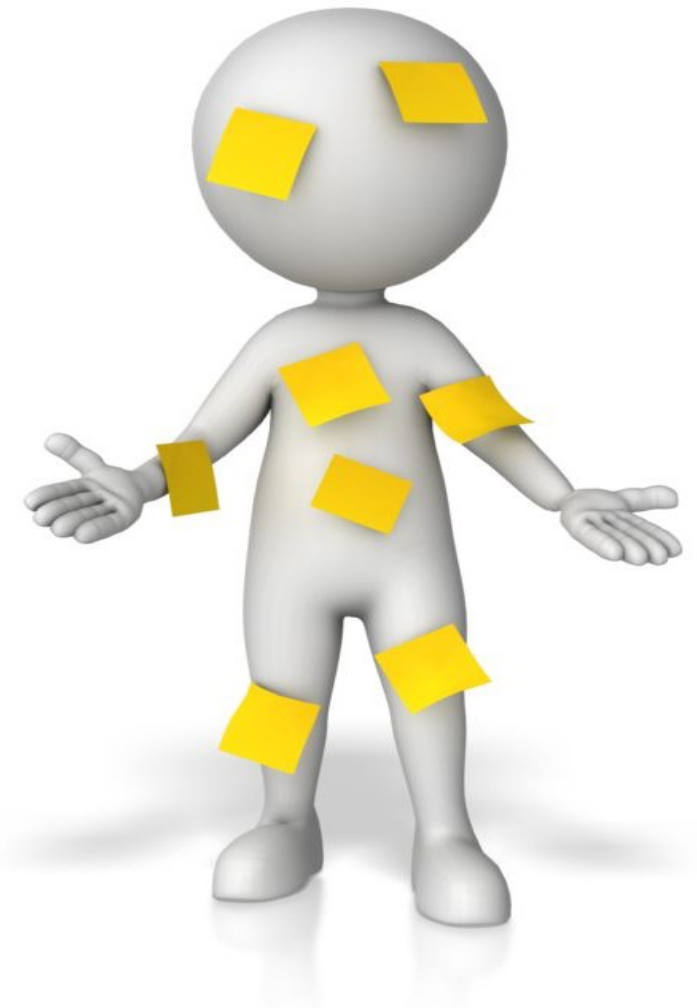




- What is the Plan – How Do We Get Started (cont.)

2. Time Management

- A. Creating To Do Lists
- B. Learn to say “NO”
- C. Boxing Your Time
- D. Eliminate Distractions
- E. Clearing Your Thoughts

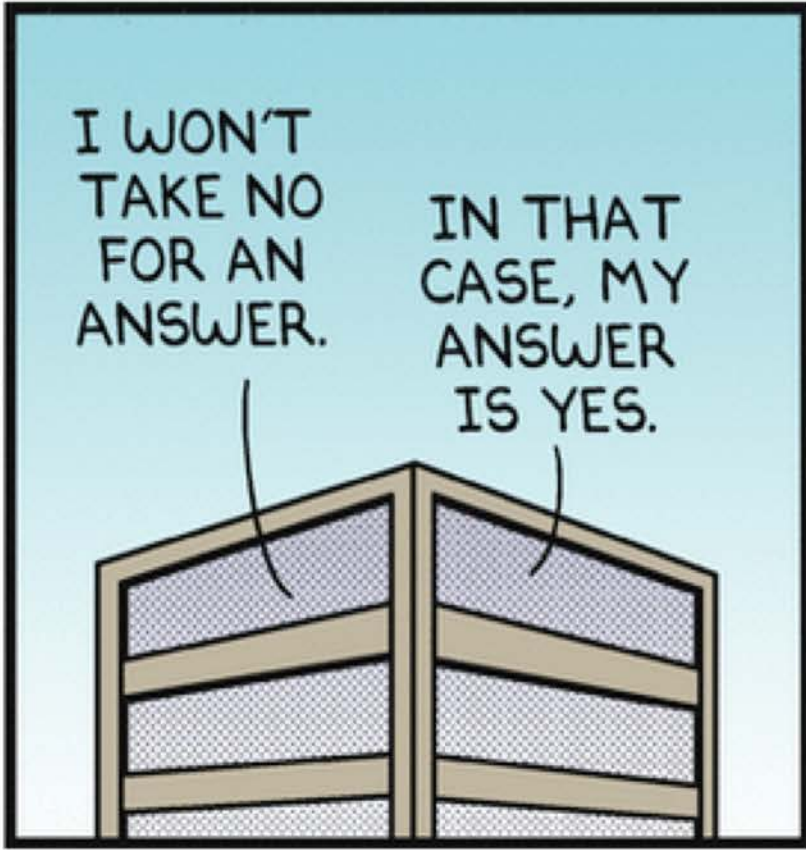




Wednesday December 21, 2016 *Won't Take No For An Answer*



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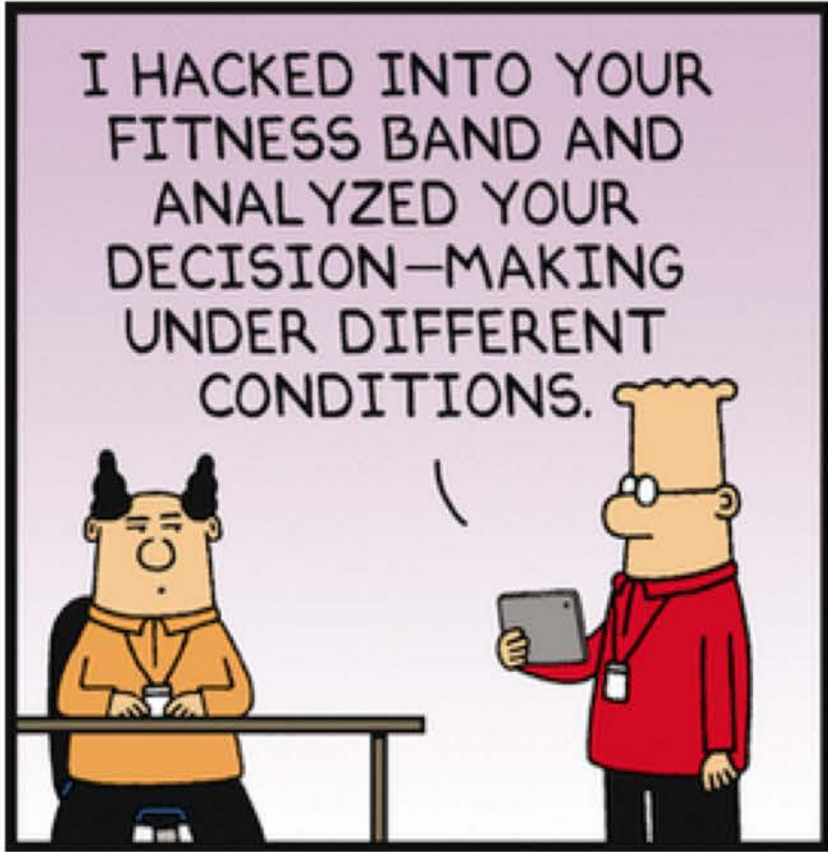


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Tuesday September 27, 2016 *Boss Decision Making*



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Visualize Yourself Successful



Visualize the Completed Product



■ Procrastination Elimination Plan

1. Goal Setting
2. Have Fun
3. Buddy System
4. Rewards
5. Freedom



☐ Goal Setting

Write it Down
Break UP Projects
Don't Fear



•Goal Setting Tips

- One Goal at a Time
- Break It Down
- Start Small
- Be Realistic – Know the Challenges
- Be Specific
- Make the goal achievable
- Prioritize

Don't Be Afraid to Start



Goals

A 3D rendered hand holding a blue pen, positioned as if about to write. To the right of the hand are three horizontal blue lines, each preceded by a blue number and a period: "1.", "2.", and "3.". The lines are intended for writing goals.



☐ Goal Setting

☐ Have Fun



Plan small Fun rewards

Relaxation

Positive Affirmations



- ☐ Goal Setting
- ☐ Have Fun
- ☐ Buddy System

Tell Someone

Surround Yourself With Positive People





- ☐ Goal Setting
- ☐ Have Fun
- ☐ Buddy System
- ☐ Rewards



the **BIG** payoff



- Rewards List

- Small
- Intermediate
- Large
- Super





- ☐ Goal Setting
- ☐ Have Fun
- ☐ Buddy System
- ☐ Rewards
- ☐ Freedom



What do you gain



■ Procrastination Elimination Plan

- Goal Setting
- Have Fun
- Buddy System
- Rewards
- Freedom





Things to Be Aware Of

- Organization
- Environment
- Time Management
- Backsliding
- Rewards → Motivation
- Habits – Making Excuses







**GIVE
YOURSELF PERMISSION
TO SUCCEED
WHILE MAINTAINING
DETERMINATION**



- Reading and Reference Material

- *“Crash Course on Getting Things Done: 17 Proven Principles for Overcoming Procrastination”*

Larry J. Koenig, Ph.D., Thomas Nelson Publishers

- *“Getting Organized”*

Chris Crouch, Dawson Publishing

- *“The Complete Idiot’s Guide: Overcoming Procrastination”*

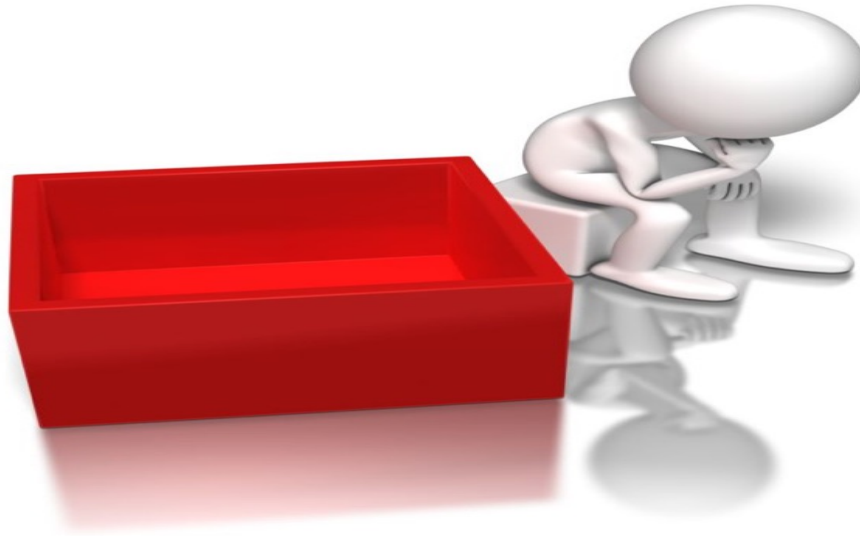
Michelle Tullier, PhD., Penguin Group

- *“The Procrastination Workbook”*

William Knaus, Ed.D., New Harbinger Publications

- *“STOP Procrastination: 25 Simple Habits To Increase Your Productivity, Get The Work Done And Finally Stop Procrastinating”*

Andy C.E. Brown, EBook



“Thinking outside of the box allows you to get rewards outside of your reach.”

— [Matshona Dhliwayo](#),

*100 Lessons My Heavenly Father Taught Me, 50 Lessons Every Wise Mother Teaches Her Son,
100 Lessons Every Great Man Wants You to Know*