**Procrastination Activity**

**Step One:** Recognize the Problem

Write down a task you’ve been procrastinating on:

List some advantages of putting it off:

List some disadvantages of putting it off:

**Step Two:** Make a Plan

What time will you start? _____________________

What obstacles/problems could sabotage your getting started at that time? What are some solutions for those problems?

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<tr>
<th>Problems</th>
<th>Solutions</th>
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Step Three: Make the Job Easy

List 1 or 2 realistic goals for this project.

Break the job down into smaller parts.

a.

b.

c.

d.

• Put a check mark by one part you could reasonably do today

• Decide how much time you are able to give to this job today.
  __15 minutes  __30 minutes  __60 minutes  __other

• How are you going to reward yourself for your success?