**1.- TEST :Take the Pulse of Your Procrastination**

According to one study by Timothy Pychyl at the University of Ottawa, up to 70 percent of North Americans have a problem with procrastination. Are you one of them? Take the following quiz below to determine your current level of procrastination.

Thinking about your day-to-day work life, choose the most accurate answer for the following questions. Tally your score to see how big a role procrastination plays at work:

1 = Almost Never

2 = Once in a while

3 = Frequently

4 = All the time

1. I regularly put off starting tasks, projects, and activities I don’t enjoy doing. \_\_\_\_\_

2. Even when I have a specific deadline, I wait until the last minute to take action. \_\_\_\_\_

3. When I have to make a tough decision, I put it off as long as possible. \_\_\_\_\_

4. Even though I feel bad when I don’t get started on an important task, this rarely motivates me to get going. \_\_\_\_\_

5. I am regularly late for meetings and appointments. \_\_\_\_\_

6. I find myself needing to ask for time extensions on work due. \_\_\_\_\_

7. I regularly say to myself, “I will do it tomorrow.” \_\_\_\_\_

8. I have lost business or damaged relationships by putting things off. \_\_\_\_\_

9. Even when I am excited about starting a new project, I have trouble initiating it. \_\_\_\_\_

10. I can easily lose my focus and become distracted by trivial matters. \_\_\_\_\_

Total score: \_\_\_\_\_

**2.-Planning to Take Action**

So far we have talked about high value tasks in general. Now you have to decide exactly what high value tasks you have been procrastinating on, and make a plan to get them done. Nothing worthwhile is ever accomplished without a plan.

A plan also needs to be put in writing before it has any real credibility. Written goals spur you into action. You can’t hide from them because they are staring back at you from a

They also help you to put larger tasks and projects into perspective. When you create a plan you can break the whole project into manageable pieces that don’t seem overwhelming or impossible.

Remember, one of the main reasons people procrastinate is because they feel overwhelmed so action planning is a really important skill to help you get your head around what needs to be done, when, and how.

The place to start is with a goal statement. This is a positive affirmation of the state of affairs once your goal has been reached. Examples are: “I weigh 30 pounds less.” or “I have finished task X.” When you write your goal in this way, it is easier to visualize your success, which helps keep you on track and motivated. Use the chart below to begin your action planning.

1. List three high value tasks or projects you will start working on immediately.

2. Set a reasonable deadline for each. When doing this, refer back to the original deadline and how long it has been on your list.

3. In the “Activities Required” column, break your task or project into small, bite-sized chunks. This often helps take the “overwhelming” factor out of completing a task and can be particularly useful if you think this is a key reason for procrastinating.

4. Finally, put these activities into a prioritized list. This lets you know what order to complete the activities while maintaining an end-goal focus.

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| --- | --- | --- | --- |
| **Task/Project** | **Deadline** | **Activities Required** | **Prioritized Plan\*** |
| 1. | | | |
| 2. | | | |
| 3. | | | |