PUTTING OFF
PROCRASTINATION
WHAT IS PROCRASTINATION?

• The action of delaying or postponing something.
WHAT DOES PROCRASTINATION LOOK LIKE FOR YOU?
If someone was videotaping you everyday would you be proud of the story?
PROCRASTINATION PERSONALITIES

**TYPE A PERSONALITY**

Because it's there!

**TYPE B PERSONALITY**

Because it's there!
Procrastination personalities

• Self-Doubt

✓ These people feel there are rigid standards about how things ought to be done and they fear they will fail.
Procrastination personalities

- Discomfort

✓ This person avoids activities that will cause them distress, discomfort or anxiety, so tensions mount because of this avoidance.
OVERWHELMED WITH GUILT

Procrastination personalities

• Guilt - Driven

✓ The person feels guilt over tasks undone, but rather than correct the original lack of action continues to procrastinate in order to not face up to the guilt feelings.
Procrastination personalities

• Habitual

✓ The person has procrastinated so many times, it becomes an ingrained response.

✓ The person no longer thinks about why they do it, they feel it’s just a part of themselves.
PROCRASTINATION CAN BE AN ENDLESS CYCLE
NEGATIVE EFFECTS FOR PROCRASTINATING

- Stress
- Anxiety
- Having a Harder Time Reaching Goals
- Strained Relationships
- Illness
- Lack of Sleep
- Sacrificing quality
Multitasking is a Myth

Getting back on track can take a long time once you divert. Don’t multitask. Your brain is not built for it.
Nothing is so fatiguing as the eternal hanging on of an uncompleted task.

~William James
Have you ever spent more time worrying about a task than it took to do the task?
If you continue doing exactly what you are doing right now where would you be in five years?
WAYS TO PREVENT PROCRASTINATION

• Map out all of your deadlines on one calendar
• Schedule your time in smaller increments
• Create hard-and-fast deadlines
• Switch up your environment
• Hang out with people who don’t procrastinate
WAYS TO PREVENT PROCRASTINATION

- Connect with people who have achieved your goals and seek advice
- Eliminate distractions
- Keep your eye on the prize
- Reward yourself
WAYS TO PREVENT PROCRASTINATION

• If your plan begins to not work RE-PLAN
• Stop waiting for the perfect time and just do it
• Avoid being a perfectionist
KPP is way to focus your attention on why you want to do something, when to do it and what to do when the going gets tough.

Know

Plan

Push

Know

Plan

Push

Understand What and Why

Prepare the when

Make it so.
Think of tasks as an inventory of steps that take you to your desires.

A well reasoned inventory of tasks that takes you towards personal or career wins is the first step to wiping out procrastination.
Fill the calendar up.
Think of this as a treasure map not a calendar.
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Lost time is never found.
“Success is not a place at which one arrives but rather the spirit with which one undertakes and continues the journey.”

~Alfred Nobel