**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?

<table>
<thead>
<tr>
<th>Problems</th>
<th>Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
</tbody>
</table>
Procrastination Activity (cont.)

**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?