**10 Academy cB : Week 4**

**Careers - Exercise 1**

**Procrastination**

**Due Date: May 18, 2024. 8:00 PM UTC**

**Background**

**What is procrastination?**

Procrastination is the act of unnecessarily postponing decisions or actions. For example, if someone delays working on an assignment until right before its deadline for no valid reason, even though they know that it would be better for them to start earlier, that person is procrastinating.

Read more about procrastination in this introductory article written by Joseph Ferrari, Professor of Psychology at DePaul University. Find the article [here.](https://academicminute.org/2018/10/joseph-ferrari-depaul-university-procrastination/)

**Why people procrastinate.**

Tasks have always been associated with schedules and deadlines. And it is very evident that one of the most important resources of all time; **time,** cannot be carried over or transferred to the next day, week or month. **Time spent is spent!** There comes a point where you feel like postponing specific tasks. With a personal intention that you’ll sit on the tasks later. This act of delaying or postponing a task that you are entirely sure that its deadline or schedule is active, is what we refer to as procrastination. Read why people procrastinate here.

**Inside the Mind of a Procrastinator**

Watch this TED Talk presentation entitled, 'Inside the mind of a master procrastinator by Tim Urban.

@[Tim Urban: Inside the mind of a master procrastinator | TED](https://youtu.be/arj7oStGLkU)

The witty, visual, and relatable nature of this video will help you to see procrastination through the eyes of another individual’s experience. It adds humour to the concepts which make it easy to understand and to work with as we delve deeper into what procrastination means.

**Task:**

1. As Tim shared his story in that TED talk, write your own procrastination story while at 10 academy too. Make sure it is original and it captures the essence of your own experiences. Make it yours!   
   [While sharing us your story, emphasise on the following;
2. The name that specific task/challenge you procrastinated on.
3. Highlight the particular elements procrastinated in that task/challenge.
4. How you felt while working on it at the very last minute?
5. Were the results positive or negative?
6. In general, what are the underlying reasons or triggers for your procrastination? Provide a list of 4 reasons with their detailed explanation.
7. In general, Reflect on the role of distractions in your procrastination. What 5 external factors or distractions often derail your focus and contribute to procrastination?
8. In general, List 4 excuses or justification you use to rationalise your procrastination behaviour to yourself? Be honest about the thought patterns or beliefs that enable your procrastination habits.
9. In general, Reflect on past instances of procrastination. Were there any negative consequences or missed opportunities? Explain them.
10. Think about times when you successfully avoided procrastination. What strategies did you use? (List as many strategies as possible.) Explain them.

Remember, the goal of this challenge is not just to complete the task, but to gain insights into your procrastination habits and develop strategies for improvement. Take this opportunity to learn more about yourself and how you can better manage your time and responsibilities i.e **staying true to set deadlines.**

**Submission**

Your responses should be on a maximum of **10 slides PPT**. Convert it into PDF and submit the link on Tenx.

**Usefulness in life**

Understanding procrastination offers valuable insights into individual behaviour and habits, fostering self-awareness and personal growth while enabling effective time management strategies. Learning about procrastination empowers individuals to break tasks into manageable steps, utilise time-blocking techniques, and maintain focus on long-term goals, ultimately increasing their likelihood of success in both personal and professional endeavours.

**Rubrics**

1. **Originality and Personalization of Procrastination Story:** Grading will focus on the originality and personalization of the procrastination story, assessing how well the trainee captures their own experiences and conveys them effectively.

2. **Identification and Analysis of Distractions:** Evaluation will assess the trainee's ability to identify and analyze external factors or distractions contributing to procrastination. Five distractions should be listed with explanations of how they derail focus and contribute to procrastination.

3. **Excuses or Justifications for Procrastination:** Grading will consider the honesty and depth of reflection on the excuses or justifications used to rationalize procrastination behavior. Four excuses or justifications should be listed with explanations of the thought patterns or beliefs enabling procrastination habits.

4. **Reflection on Negative Consequences of Procrastination:** Evaluation will assess the trainee's reflection on past instances of procrastination, focusing on whether there were negative consequences or missed opportunities. Explanations should be provided to illustrate the impact of procrastination.

5. **Strategies for Avoiding Procrastination:** Grading criteria will include the effectiveness and variety of strategies listed for avoiding procrastination. The trainees should list as many strategies as possible and provide detailed explanations of how each strategy works and how it has been successfully applied in the past.

6. **Overall Reflection and Self-Analysis:** An overall assessment of the trainee's reflection and self-analysis regarding their procrastination habits will be conducted. The depth of reflection, self-awareness, and insights gained will be considered in the grading process.