



Procrastination vs time/project management

NLLG Retreat 2024
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Why are we here

Procrastination

Not just a mere laziness!

Time management

It's not just about managing time, but ourselves

Project management

How to achieve your goals with more structure and clarity



agenda

01

What is
procrastination?

02

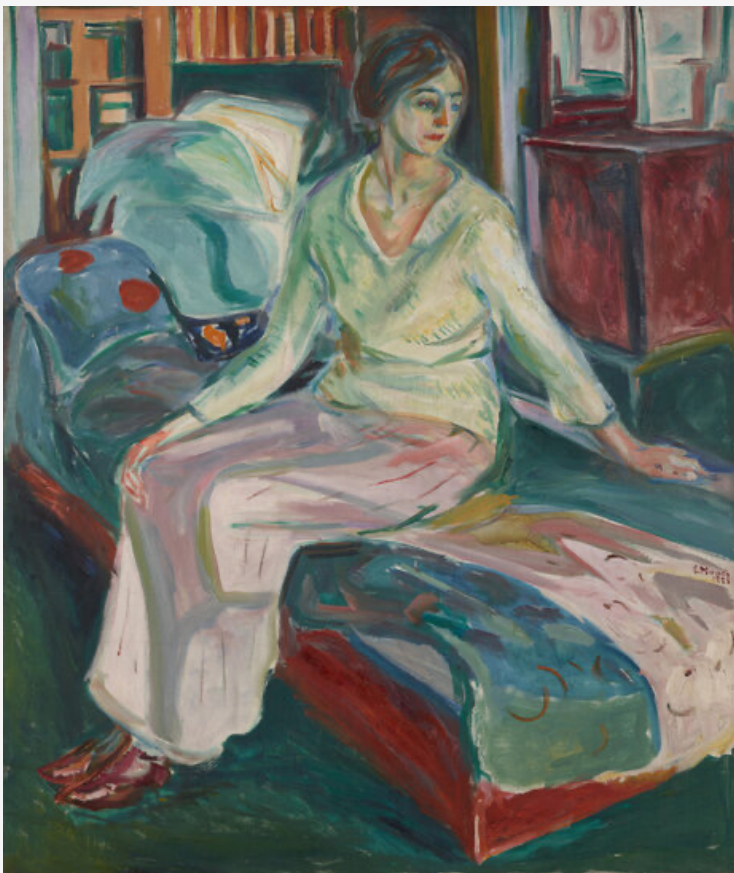
Types of
procrastination

03

Time management
tools

04

Exercises



01

What is procrastination?

And how to tackle it based on what it is

Dr Piers Steel:

understanding procrastination

$$\text{MOTIVATION} = \frac{(\text{Expectancy} \times \text{value})}{(\text{Impulsiveness} \times \text{Delay})}$$

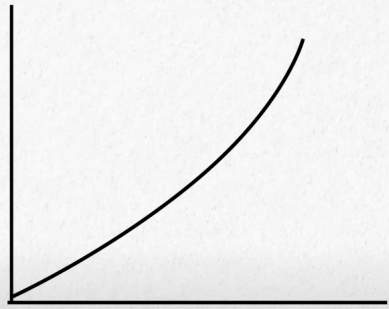
Expectancy: likelihood that you believe that you'll succeed in the task

Value: reward or satisfaction that you expect to achieve after completing the task

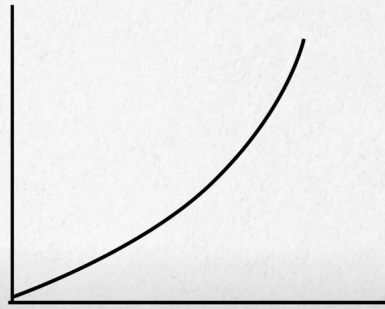
Impulsiveness: being focused on short-term rewards rather than long-term

Delay: time between starting the task and realising the reward for completing it

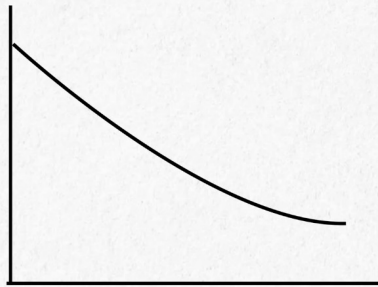




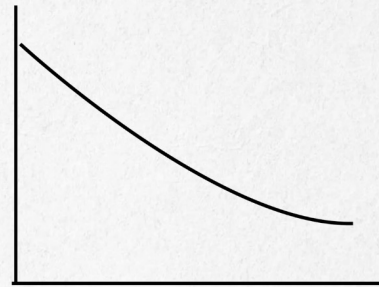
expectancy



value



impulsiveness



delay

$$\frac{(\text{Expectancy} \times \text{value}) \uparrow}{(\text{Impulsiveness} \times \text{Delay}) \downarrow}$$



Question:

which solutions do you think would work against each element?

Expectancy

- Set realistic goals
- Skill development
- Small steps
- Stay positive

Value

- Find personal meaning
- Make it enjoyable
- Visualise outcomes

Delay

- Short-term milestones
- Immediate feedback
- Visual progress tracking
- Start small

Impulsiveness

- No distractions
- Time management techniques
- Mindfulness practices
- Set deadlines

Practice

1. Increasing Expectancy: Goal-Setting Exercise

Write down a specific task you need to complete. Break it down into smaller, achievable sub-tasks.

2. Enhancing Value: Visualization & Reward Planning

Think about a task you've been avoiding. Spend a minute visualizing the positive outcomes-rewards of completing this task.

3. Decreasing Delay: Immediate Action Planning

Pick a larger goal or project you're working on. Identify the very next small action you can take towards this goal. Commit to doing this action step as soon as possible.

02

Types of procrastination

Instructions

Go to

www.menti.com

Enter the code

1986 4826



Or use QR code

Fear

- fear of failure, fear of success, fear of not being perfect

Regret

- putting off tasks due to regret about not having started earlier

Lethargy

- A lack of energy or motivation to complete tasks

Confusion

- This occurs when someone is unsure about how to start a task, what is required to complete it, or is overwhelmed by its complexity



Question:

which solutions do you think would work against each type?

Fear

- Why do I fear this?
- What are the outcomes of me failing this task?
- What happens if I do fail?

Regret

- You're just doing what your brain wants you to do!

Lethargy

- Work-life balance
- Correctly assessing your capabilities and managing your workload
- Gradually introducing habits

Confusion

- Having a plan, but don't procrastinate by planning for too long

Practice

1. Fear-Based Procrastination

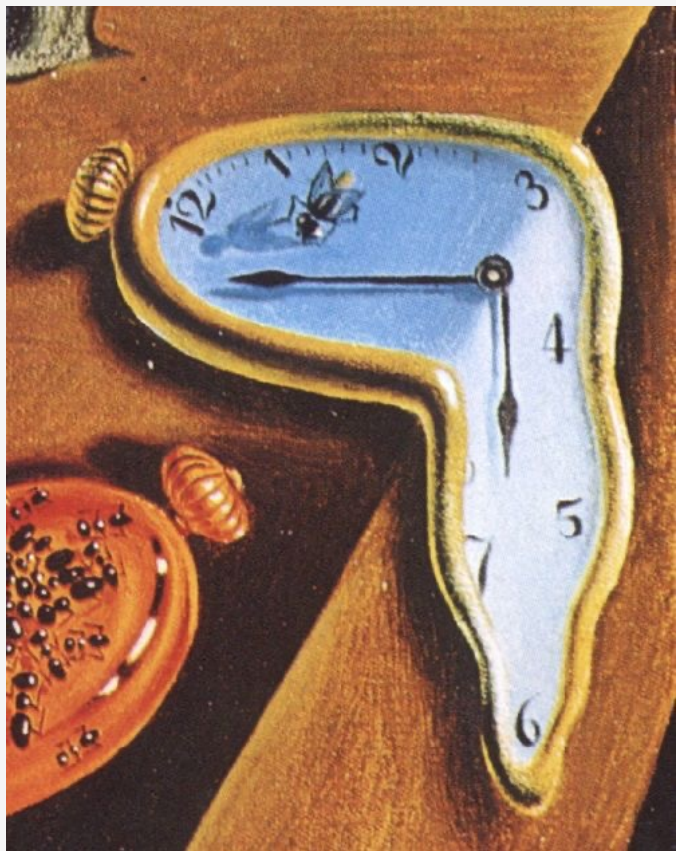
Write down what you fear about the task. Briefly reflect on the worst-case scenario and how likely it is to happen. Challenge these fears by writing down more realistic outcomes or positive aspects of attempting the task.

2. Regret-Based Procrastination

Write down your feelings of regret about not starting earlier. Write a statement of forgiveness to yourself, acknowledging that you can't change the past but can act now. Identify the very next small step you can take on the task and commit to doing it right away.

3. Confusion-Based Procrastination:

List what you find confusing or unclear about the task. For each point, write what you need to clarify it (e.g., more information, asking for help). Identify the simplest part of the task you can start with and plan to begin with it.



03

Time management tools

Notion, calendars, pomodorro

Timeblocking

Step 1: Group your tasks: time-blocking is about categorising!

- Email
- Phone calls or meetings
- Deep work (AKA “do not disturb” time)

Step 2: Schedule blocks based on your energy level

- Difficult or easy ones first?

Step 3: Schedule your day

- Determined the time of day when you'll do that time block
- Don't forget to allocate time for planning

Timeblocking

My calendars

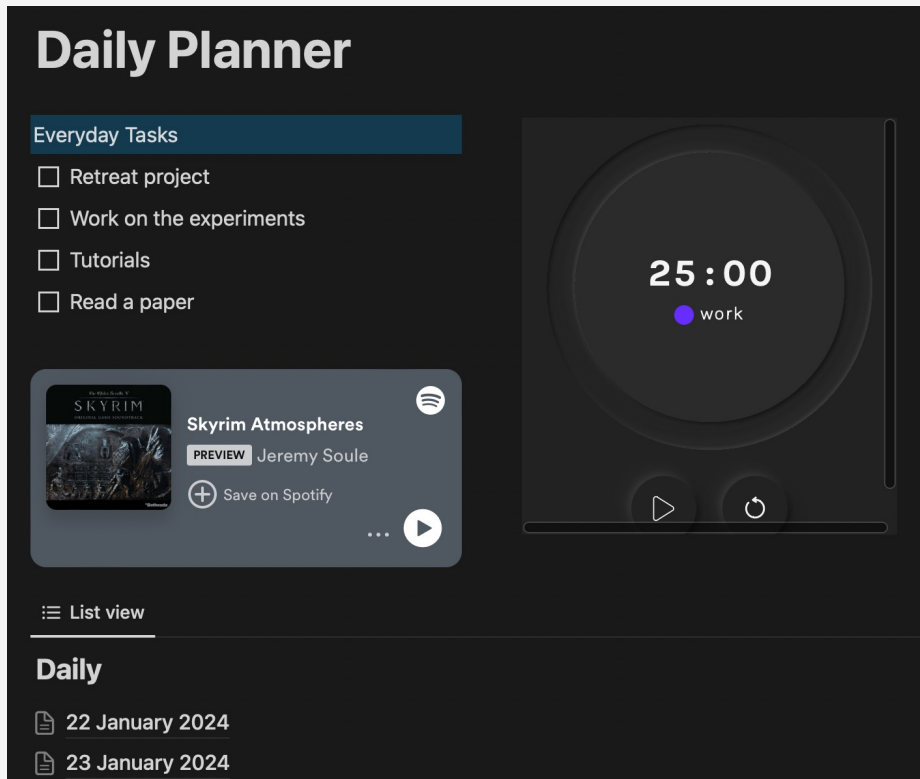


- ☒ DaSilva Life Internal
- ☒ Birthdays
- ☒ HoneyBook Meetings
- ☒ K+J Work
- ☒ Morning Routine
- ☒ My Tasks
- ☒ Personal
- ☒ Reminders
- ☒ Systems School

Morning Routine 7:30 – 9:30am	Morning Routine 7:30 – 9:30am	Morning Routine 7:30 – 9:30am	Morning Routine 7:30 – 9:30am	Morning Routine 7:30 – 9:30am
DL Team Meeting, 9:30am	Admin & Client Check-ins 9:30 – 10:30am	Admin & Client Check-ins 9:30 – 10:30am	Admin & Client Check-ins 9:30 – 10:30am	Admin & Client Check-ins 9:30 – 10:30am
Admin & Client Check-ins 10 – 11am	Client Work 10:30am – 1pm	Focus Project 10:30am – 1pm	Client Work 10:30am – 1pm	Focus Project 10:30am – 1pm
Client Work 11am – 1pm				
Lunch Break 1 – 2pm	Lunch Break 1 – 2pm	Lunch Break 1 – 2pm	Lunch Break 1 – 2pm	Lunch Break 1 – 2pm
Client Work 2 – 4pm	Calls 2 – 6pm	Focus Project (Course Revamp & Learning) 2 – 4pm	Calls 2 – 6pm	Focus Project (Course Revamp & Learning) 2 – 4pm
Admin & Client Check Ins 4 – 5pm		Admin & Client Check Ins 4 – 5pm		Admin & Client Check Ins 4 – 5pm
Accountability Queens 🗓️ 5:30pm, https://us02web.zoom	Admin & Client Check Ins 6 – 7pm		Admin & Client Check Ins 6 – 7pm	

Timeblocking: notion minimalist template

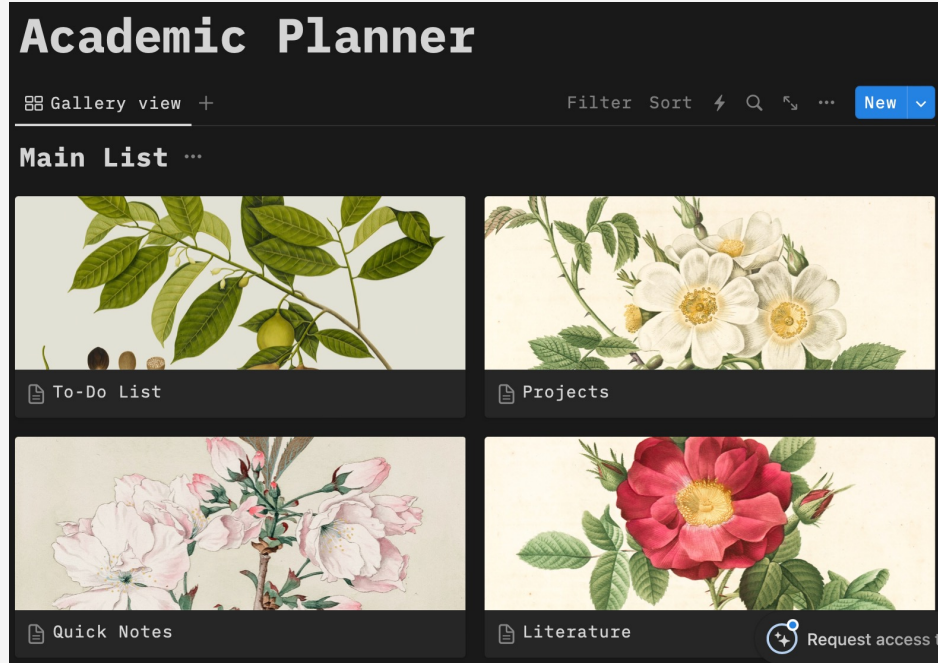
<https://energetic-motorcycle-26c.notion.site/Daily-Planner-038a883d65f143f8a1f885aa6fba9807?pvs=4>



Practice

Use Google Calendar / Notion Minimal Template /
Piece of paper

Notion



<https://productivityforhumans.notion.site/Academic-Planner-f7ad3d520ea4414c9683ed3d528cb534?pvs=4>

Resources

Notion Time Blocking and Time Boxing Templates & Guid:

<https://gridfiti.com/notion-time-blocking/>

Free resources for productivity:

<https://productivityforhumans.notion.site/b9fb442bf0e64cb3a1e15cdf57aa21db?v=f50fa006a3ee4934a36b31b7b0a8765d>

Academic Planner template:

<https://productivityforhumans.notion.site/Academic-Planner-f7ad3d520ea4414c9683ed3d528cb534>

Dr Piers Steel's paper:

<https://psycnet.apa.org/record/2006-23058-004>

Thank you!

