

Title: What is Procrastination?

Definition:

Procrastination is the act of delaying or postponing tasks, often against one's better judgment.

It involves choosing short-term relief over long-term gains.

Types of Procrastination:

Active Procrastination: Deliberately delaying tasks for a better outcome.

Passive Procrastination: Avoiding tasks due to indecision

Title: The Importance of Overcoming Procrastination

Personal Impact:

Decreases productivity and quality of work.

Leads to stress and anxiety.

Professional Impact:

Missed deadlines and opportunities.

Damages reputation and career growth.

Long-Term Consequences:

Erodes self-esteem and confidence.

Title: Common Problems People Face

Lack of clear goals or priorities.

Overwhelming workload or perfectionism.

Distractions from technology or environment.

Underlying fear of failure or rejection

Title: A Plan to Overcome Procrastination

Set SMART Goals: Specific, Measurable, Achievable, Relevant, Time-bound.

Prioritize Tasks: Use tools like the Eisenhower Matrix.

Break Tasks into Steps: Start with small, manageable actions.

Eliminate Distractions: Create a focused workspace.

Use Timers: Techniques like Pomodoro to maintain focus.

Title: Putting It into Practice

Scenario: A student struggles to complete a project.

Procrastinator: "I'll start later. It's too much to handle now."

Coach: "Let's break it into smaller parts. What can you do in 10 minutes?"

Outcome: Demonstrates breaking resistance through action.

Interactive Element: Ask audience members to share their procrastination experiences and propose solutions.