开场白：Good afternoon，everyone！I am very pleased to be here and present my last presentation in this semester. I shall be speaking today about procrastination.

第二页PPT：My presentation is in five parts. 1. What is procrastination?

1. Characteristics of procrastination。 3. Reasons for procrastination.
2. The harm of procrastination 5. How to overcome procrastination.

第三页ppt：Part one，What is procrastination?

第四页ppt：

Procrastination is an act of unnecessary delay. In most cases, people who procrastinate know that they will not benefit from this delay or postponement, but they do it anyway.

拖延是一种不必要的拖延行为。在大多数情况下，拖延的人知道他们不会从这种延迟或推迟中受益，但他们还是会这样做。

It acts as a barrier to achieving important, meaningful tasks and instead leads us to “waste time” on activities that are trivial or have little value.

它是实现重要的、有意义的任务的障碍，反而导致我们“浪费时间”在琐碎或没有价值的活动上。

第五页ppt：Part Two，Characteristics of procrastination。

第六页ppt：Procrastination has three characteristics。

Universality: Everyone has a problem with procrastination at least a little. Some people procrastinate slightly, some severely, some occasionally, some often.

普遍性：每个人或多或少都会有一点拖延的毛病，有些人轻微，有些人严重，有些人偶尔发生，有些人经常发生。

Habituality: Procrastination is a kind of solid psycho-logical habit and behavior.

习惯性：拖延症是人的一种牢固的心理习惯和行为。

**第七页ppt：**

Harmfulness: The harm of procrastination is widespread and serious.

危害性：拖延症的危害是广泛而严重的

The picture shows the content of Hu Shi’s diary. He is a famous thinker, writer and philosopher in China。But the content is not completely true. I just take it as an example.

图中显示的是胡适的日记内容，他是中国著名的思想家、文学家、哲学家，内容不完全真实，只是把它当成一个例子.

第八页ppt：Part three , the harm of procrastination.

第九页ppt：Procrastination can bring a lot of harm。Such as Self-doubt, Bring more stress, Can't live up to your ideas,

第十页ppt： Depression, Anxiety, Psychological distortion(心理扭曲) and so on.

In addition, Serious procrastination will have a negative impact on the physical and mental health of individuals, such as strong feelings of self-blame, guilt, constant self-denial, accompanied by anxiety, depression and other psychological diseases.

严重的拖延症会对个体的身心健康带来消极影响，如出现强烈的自责情绪、负罪感，不断的自我否定，并伴有焦虑症、抑郁症等心理疾病。

第十一页ppt：part four , Reasons for procrastination.

第十二页ppt：There are two reasons for procrastination，First，Shallow reasons：such as Too hard，Fear of failure，no interest，Don't care。 Second，Deeper reasons: such as Perfectionism，Resistance and hostility，Just thinking and not to do，Self-deprecating。

第十三页ppt：part five，How to overcome procrastination.

第十四页ppt：Next，I will give you some suggestions。

创建任务列表：让你清楚你需要去完成哪些任务。

Create a task list: you will clearly know what tasks you need to complete.

设定专注时间，找出自己工作效率最好的时间段，有助于摆脱拖延症。

Set focus time and find out the time period when you work efficiently, which will help you get rid of procrastination .

学会分解任务，当任务量很大的时候，你可以将任务分解为很多个子任务，每次只完成一个任务

Learn to decompose tasks. When the amount of tasks is large, you can divide the task into many sub-tasks, and only complete one task at a time。

第十五页ppt：

拖延者容易受环境因素影响，从而导致拖延行为，因此切断干扰源，让自己更加专注于学习或者工作中。

Procrastinators are susceptible to environmental factors, leading to procrastination behavior, so cut off the source of interference and allow yourself to focus more on study or work.

别过于追求完美：意识到一点错误不犯是不可能的，过于追求完美，将会拖延你完成任务的时间

Don't pursue perfection too much: Realize that it is impossible not to make a mistake, too much pursuit of perfection will delay your time to complete the task.

总之：procrastination is the thief of time, Overcoming procrastination will do you a great benefit in terms of study and life.

谢谢大家！