

A photograph of a person's hands clasped together in a fist-like grip. The person is wearing a blue and white striped shirt and a watch with a brown leather strap. A large, semi-transparent orange diagonal shape covers the right side of the image. The word "PROCRASTINATION" is written in white, bold, uppercase letters across the middle of the orange shape.

PROCRASTINATION

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Program Objectives

(1 of 2)



Recognize the symptoms and the causes of procrastination.



Identify critical behaviors and rationalizations to avoid.



Defeat procrastinating behaviors and resolve their effects forever.

Program Objectives

(2 of 2)



Apply behavioral solutions to head off future procrastination tendencies.



Learn and practice the self-motivation option for efficiency and greater productivity.

Procrastination Leads To



Are You a Procrastinator?

(2 of 2)

Do you find yourself rushing to complete projects?

Do you take part in recreational activities instead of doing your work?

Do you avoid more difficult tasks by occupying yourself with easier ones?

Is this a recent development or a reoccurring pattern?

8 Types of Procrastinators

(2 of 2)

Guilty

- Guilty procrastinators feel guilt when they procrastinate.

Passive Aggressive

- Passive Aggressive procrastinators find ways of getting out of tasks without refusing outwardly.

Avoidant

- Avoidant procrastinators avoid tasks.

Disorganized

- Disorganized procrastinators are inefficient because they forget or can't find needed materials.

Pleasure seekers

- Pleasure seekers procrastinate in order to pursue recreational activities.

Self-doubters

- Self-doubters procrastinate because they doubt their capability to do the task well.

Perfectionists

- Perfectionists procrastinate because they expect perfection from themselves.

Thrill Seekers

- Thrill seekers procrastinate in order to get the “thrill” or doing tasks at the last minute.

Behavioral Causes Review

Perfectionism

Self-Inadequacies

Lack of
Motivation

Lack of Focus

Low Frustration
Tolerance

Daydreaming/
Fantasizing

Fear and Anxiety

Physical
Conditions

Time Management

(4 of 4)

Remove All Environmental Distractions.

Organize your space
so that it is conducive
to working.

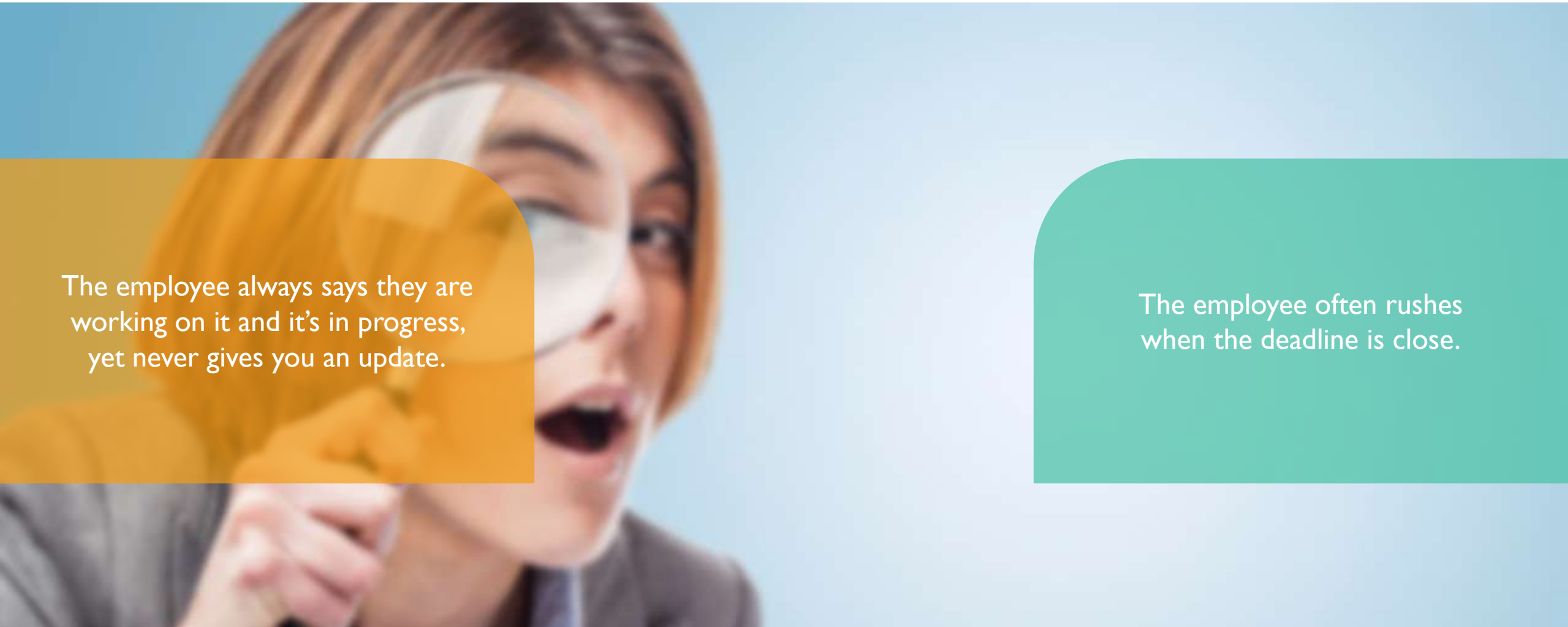
Set comfortable
temperature.

Turn on adequate
lighting.

Remove all excess
noises.

Spotting Procrastination for the Employer

(1 of 2)



The employee always says they are working on it and it's in progress, yet never gives you an update.

The employee often rushes when the deadline is close.

How To Approach Procrastination for the Employer

(2 of 4)

Listen for indications of the employee's denial by blaming others or minimizing his/her poor performance.

If there is an attempt to blame others, help the employee focus on what he or she can personally change.

How To Approach Procrastination for the Employer

(4 of 4)

Motivate the employee with potential and future success.

End the meeting with positive statements of employee's past performance and overall attitude.

Types of Procrastinators

(2 of 20)

Anger and Rebellion (cont'd)

Out of spite and anger, you don't do the task asked for because you feel you are subordinating to the person if you do it.

If you do the task, it will most likely be done wrong or incompletely.

Types of Procrastinators Review

Anger and
Rebellion

Fear

Self-Doubt

Discomfort

Perfectionism

Fantasizing

Crisis Maker

Over-doer

Pleasure Seeker

Procrastination

Remedies

(11 of 14)

Take a stand

Commit yourself to doing the task.
Leap into the task the moment
procrastination kicks in; gradual immersion
leads to greater torture.



Final Call For Action

(1 of 5)

Motivate yourself with success.

Questions to ask yourself:

Where will you be in five years?



What do you really want out of life?



What road is your present behavior taking you down?



What road do you really want to go down?



Procrastination

Final Call For Action

(5 of 5)



Procrastination continues until you make a responsible effort to use your reasoning to overcome the diversionary and comfort-seeking attitudes and behaviors.

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