



**Procrastination**



# Types of Procrastinators Review

Anger and  
Rebellion

Fear

Self-Doubt

Discomfort

Perfectionism

Fantasizing

Crisis Maker

Over-doer

Pleasure  
Seeker





# 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.



# Definition

- ✧ The act of postponing, delaying or putting off, especially out of habitual carelessness or laziness.
- ✧ Procrastination is the deferment or putting-off of an action which requires immediate attention, usually by focusing on some other distraction.



# Procrastination Leads To

- \* Wasted Time.
- \* Missed Opportunities.
- \* Poor Performance.
- \* Self-Deprecation.
- \* Increased Stress.



# Overcoming Procrastination

Gives you peace of mind

- ✧ Empowers you with strength and purpose.
- ✧ Allows you to take charge of your life.
- ✧ Brings you feelings of being strong, capable and confident.



# An Insight







# An Insight

Procrastination is reinforcing.  
Every time you put off a task,  
you:

- \* Avoid a project that could bring you knowledge and success.
- \* Pass up acquisition of training and skills.
- \* Establish yourself with failure and fear.



# Learning Procrastination

There are three different ways in which procrastination is learned:

- \* The way you think (thoughts, attitudes, emotions).
- \* The way you speak (remarks, conversations, self-talk).
- \* The way you act.

# Behavioral Causes







# Behavioral Causes (1 of 8)

## 1. Perfectionism

- ✳ Spending more time than allowable.
- ✳ Waiting for all resources to be available before acting.



# Behavioral Causes (2 of 8)

## 2. Self-Inadequacies

- ✳ Avoiding putting your own skills to a test due to belief of failure.
- ✳ Putting a stop to what needs to be done whenever anxiety, uncertainty or discomfort arises.



# Behavioral Causes (3 of 8)

## 3. Lack Of Motivation

- ✳ The tendency for body at rest to stay at rest. Greater forces are needed to start change than to maintain change.





# Behavioral Causes (6 of 8)

## 6. Daydreaming/Fantasizing

- ✳ Putting the effects of problem causations in the real world and thus leading to poorly or non-existent developed solutions.



# Behavioral Causes (7 of 8)

## 7. Fear and Anxiety

- \* Feeling overwhelmed with the task.
- \* Spending more time worrying than figuring out a way to start the task.



# Behavioral Causes (8 of 8)

## 8. Physical Conditions

- \* Fatigue.
- \* Hunger, etc.





## Procrastinating Signs (2 of 2)

4. You think you are ill so that you can put off work until the next day.
5. You manage to start late and then convince yourself that there isn't enough time to do the task that day.
6. You conveniently forget to have needed materials at hand to do a task.

# Change Your Thoughts





# Time Management







# Download “**Procrastination**” PowerPoint presentation at **ReadySetPresent.com**

**150 slides include:** the procrastination cycle, 8 questions to analyze if you are a procrastinator, 14 points on why people procrastinate, 8 types of procrastinators, 6 points on distractions, 5 slides on the id, ego, and superego, 5 points on what procrastination leads to, 3 points on learning procrastination, 22 points on 8 behavioral causes, 6 procrastinating signs, 16 points on time management, 16 points on changing your thoughts, 9 rationales to avoid, 37 do's and don'ts, 4 points on spotting procrastination for the employer, 4 points on spotting procrastination for the employee, 64 points on how to approach procrastination for the employer, 61 points on behavioral solutions, 13 points on two strategies, 46 points on remedies, 18 points on a final call for action, 16 action steps and much more!

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