



Procrastination Buster

A worksheet to help you organize your goals and overcome yourself

“Procrastination” is simply putting things off—decisions, work responsibilities, taking care of yourself—until the last minute. Procrastinators often use excuses like they “didn’t have time” to do something or say they “just didn’t feel like it.” These excuses generally are not true. Often, there are negative consequences to procrastinating. In addition to missed deadlines, strained relationships, and decreased performance, procrastination can cause health problems due to increased stress. Very few people actually do their best work under pressure. To learn to be successful in college and in life, you need to confront procrastination and the tasks you are avoiding. Procrastination is nothing more than a bad habit; it can be unlearned.

This worksheet will help you break down the things you are avoiding into smaller, more manageable tasks. Use one worksheet for each project, task, or decision you have been avoiding.

Task/Project/Decision:			
Steps I need to take to finish: (Be as specific as possible.)	How to complete the step: (Resources you need, places you need to go, how you will do what you need to do)	Actionable within 24 hours?	Deadline to complete the step:
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
Task/Project/Decision Final Deadline:			
How will I know I have been successful?			
How will I reward myself for successfully completing this task?			

Source material adapted from Marano, E. (2003). “Ending Procrastination.” Psychology Today: <http://www.psychologytoday.com/articles/200310/ending-procrastination> , and Doran, G. T. (1981). There's a S.M.A.R.T. way to write management's goals and objectives. Management Review, Volume 70, Issue 11(AMA FORUM), pp. 35-36.