Procrastination:  
A Self-Assessment

Instructions
Assign each statement a numerical value based upon the following scale:
1 = Strongly Disagree  2 = Disagree  3 = Neutral  4 = Agree  5 = Strongly Agree

Questions

1. I have a habit of putting off important tasks that I do not enjoy doing.
2. I am unable to meet deadlines because I am unsatisfied with my work.
3. I spend more time planning my activities than doing them.
4. The chaos in my study space makes it hard to do my work.
5. The people I live with distract me from doing my class work.
6. I have more energy for my tasks if I wait until the last minute.
7. I enjoy the excitement of “living on the edge.”
8. I have trouble prioritizing my responsibilities.
9. Having to meet a deadline makes me nervous.
10. My biggest problem is that I do not know how to get started.

Assessing the Results
If you agree or strongly agree with:

<table>
<thead>
<tr>
<th>1-2 Questions</th>
<th>3-5 Questions</th>
<th>6 or More Questions</th>
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</thead>
<tbody>
<tr>
<td>You do not have a major problem with procrastination.</td>
<td>You have moderate difficulties with procrastination.</td>
<td>You have a serious problem with procrastination.</td>
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Procrastination: Symptoms and Antidotes

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<th>Symptoms</th>
<th>Antidotes</th>
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| Low Motivation| Self-reflection: develop a positive attitude and determine how the task is relevant  
                    Just get started: do something related to the task  
                    Move to a different location |
| Perfectionism | All projects are works in progress  
                    Start with small tasks and advance to larger problems |
| Overwhelmed   | Remind yourself that even the biggest projects start with individual tasks  
                    Set a specific time to read (e.g., 15 minutes); you will likely go beyond this time |

Practical Steps to Overcome Procrastination

Step 1: Make It Meaningful
- How will the task help you achieve your short- and long-term goals?
- What is the benefit of completing the task?
- How will this accomplishment make you feel?

Step 2: Take it Apart
- Break a large project into smaller blocks.
- List all of the blocks and create an action plan to complete them by specific deadlines.

Step 3: Write an Intention Statement
- If you are having difficulty getting started, write down how you plan to begin the task.
- Identify rewards for completing blocks.

Step 4: Tell Everyone
- Inform your friends about your plan.
- Ask your friends to support your efforts.

Resources