

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:

1-2 Questions	3-5 Questions	6 or More Questions
You do not have a major problem with procrastination.	You have moderate difficulties with procrastination.	You have a serious problem with procrastination.

Procrastination: Symptoms and Antidotes

Symptoms	Antidotes
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

Ellis, Dave. *Becoming a Master Student*. 13th ed. Boston: Cengage Learning, 2011.

Gardner, John N., and Betsy O. Barefoot. *Your College Experience: Strategies for Success*. 13th ed. Boston: Bedford/St. Martin's, 2018.

Gore, Paul A., et al. *Connections: Empowering College and Career Success*. Boston: Bedford/St. Martin's, 2016.