

PROCRASTINATION CHECKLIST

I'd recommend printing this checklist out for easier use.

Ivana Franekova

To help you assess what it is you procrastinate about and what tasks you tend to put off, for the next week carry a small note pad around with you.

Use this to help yourself become more aware of your day-to-day actions.

Any time you notice that you have put off something important in favour of doing something less important, even though you know it won't be good for you in the long run - jot down the activity, task, problem or goal you put off.

That way you can start to collect some information about what areas of your life you procrastinate on and what areas you follow through on



Having paid more attention to your actions over the week, and also remembering past things you have put off, look through the list below and highlight the types of **Tasks/Goals** you tend to procrastinate about:

| | |
|---|--|
| <p>Work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting deadlines <input type="checkbox"/> Making phone calls <input type="checkbox"/> Attending meetings <input type="checkbox"/> Starting or finishing projects <input type="checkbox"/> Being assertive with colleagues <input type="checkbox"/> Paperwork <input type="checkbox"/> Job applications <input type="checkbox"/> Research or reading | <p>Household</p> <ul style="list-style-type: none"> <input type="checkbox"/> Daily chores (dishes, tidying, cooking, etc) <input type="checkbox"/> Bigger chores (vacuuming, washing, ironing, etc) <input type="checkbox"/> Spring cleaning the house <input type="checkbox"/> Household projects <input type="checkbox"/> Maintenance and fixing things <input type="checkbox"/> Grocery shopping <input type="checkbox"/> Gardening <input type="checkbox"/> Running errands |
| <p>Study</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting deadlines <input type="checkbox"/> Attending classes <input type="checkbox"/> Homework <input type="checkbox"/> Assignments <input type="checkbox"/> Studying for exams <input type="checkbox"/> Research or reading <input type="checkbox"/> Asking questions or requesting help | <p>Health</p> <ul style="list-style-type: none"> <input type="checkbox"/> Making medical appointments <input type="checkbox"/> Attending medical appointments <input type="checkbox"/> Changing diet <input type="checkbox"/> Starting an exercise routine <input type="checkbox"/> Losing weight <input type="checkbox"/> Quitting smoking/alcohol/drugs |
| <p>Financial</p> <ul style="list-style-type: none"> <input type="checkbox"/> Opening mail <input type="checkbox"/> Paying the bills <input type="checkbox"/> Budgeting <input type="checkbox"/> Book keeping <input type="checkbox"/> Tax return <input type="checkbox"/> Paying back debts | <p>Social, Family & Relationships</p> <ul style="list-style-type: none"> <input type="checkbox"/> Making phone calls <input type="checkbox"/> Replying to invitations <input type="checkbox"/> Spending time with others <input type="checkbox"/> Arranging get togethers <input type="checkbox"/> Attending get togethers <input type="checkbox"/> Discussing problems |
| <p>Self-Development</p> <ul style="list-style-type: none"> <input type="checkbox"/> Starting a course you always wanted to do <input type="checkbox"/> Starting a hobby <input type="checkbox"/> Getting involved in something spiritual <input type="checkbox"/> Relaxation | <p>Decision Making</p> <ul style="list-style-type: none"> <input type="checkbox"/> Making plans <input type="checkbox"/> Committing to something new <input type="checkbox"/> Choosing between options |
| <p>Others</p> | |

How Do You Procrastinate?

We mentioned before that usually when you procrastinate, you substitute an important task or goal that you have committed yourself to, with another activity that isn't a priority at that time. So let's have a think about the typical sorts of things you do instead of the task or goal at hand. These are your **Procrastination Activities**, that is, all the diversionary things you do that take you further away from the task or your goal. Again you may use your notebook to jot down over the week the things you tend to find yourself doing instead of what you set out to do.

Below are some common diversions. You can highlight the ones that seem to be most relevant to you.

| | |
|--|--|
| Pleasurable Tasks <ul style="list-style-type: none"><input type="checkbox"/> Movies, TV, DVDs<input type="checkbox"/> Reading Books, Magazines, Newspapers<input type="checkbox"/> Computer games<input type="checkbox"/> Surfing the Net<input type="checkbox"/> Music<input type="checkbox"/> Shopping<input type="checkbox"/> Beach<input type="checkbox"/> Hobbies (art, craft, etc) | Lower Priority Tasks <ul style="list-style-type: none"><input type="checkbox"/> Exercising<input type="checkbox"/> Paperwork<input type="checkbox"/> Sorting things<input type="checkbox"/> Tidying<input type="checkbox"/> Other less important projects<input type="checkbox"/> Checking emails<input type="checkbox"/> Researching a topic of interest |
| Socialising <ul style="list-style-type: none"><input type="checkbox"/> Seeing friends, family, partner<input type="checkbox"/> Phoning friends, family, partner<input type="checkbox"/> Going out | Daydreaming <ul style="list-style-type: none"><input type="checkbox"/> Thinking about the past or future<input type="checkbox"/> Imagining the task/goal is already finished<input type="checkbox"/> Imagining a better life |
| Distractions <ul style="list-style-type: none"><input type="checkbox"/> Sleeping<input type="checkbox"/> Eating<input type="checkbox"/> Smoking<input type="checkbox"/> Drinking<input type="checkbox"/> Drugs | Others |

Below are some common **Procrastination Excuses**. Highlight the ones that you have used over the week or you know you have used a lot in the past. It is important to become aware of the self-talk that you use to excuse your procrastination.

- “I’m too tired, I’ll do it tomorrow”
- “I don’t have everything I need, I can’t start it now”
- “I don’t have enough time to do it all, so I will wait until I do”
- “It is too late to start it now”
- “I won’t get much done, so I’ll just leave it for now”
- “It is better to do it when I am in the mood or feeling inspired”
- “I will miss out on the fun happening now, I can do it another time”
- “It is too nice a day to spend on this”
- “I will do it once this other thing is finished”
- “I’ve got to organise my desk/kitchen/laundry, etc first”
- “I’ve got to exercise first”
- “I am too busy to do it now”
- “I have plenty of time, so I can do it later”
- “I work better when I am stressed, so I will leave it to the last minute”
- “It might not be good enough, so why bother doing it”
- “Working on it today won’t make any difference”
- Others: _____



IVANA FRANEKOVA

*PSYCHOTHERAPIST | CBT
THERAPIST*

OVER 12 YEARS OF EXPERIENCE



ANXIETY CURSE



IVANA FRANEKOVA



PSYCHOTHERAPIST | COGNITIVE BEHAVIOURAL THERAPIST | LIFE COACH



BOOKING@ANXIETYCURSE.COM



+447506 183377