

PROCRASTINATION WORKSHOP



PROCRASTINATION WORKSHEET
(NOTES TO MYSELF)

Self Assessment Exercise:

Irrational Thoughts	- - -
Physiological Symptoms of Stress	Map out on a Body Map: - - - - -
Strategies & Ideas for Change	- - -

THE MONKEY TRAP

Chain a hollowed-out coconut to a

Sentence Stems

Provide 5 or 6 answers for each of the following sentence stems:

1. *If I didn't procrastinate I . . .*

2. If I didn't struggle with procrastination how would my life be different?
What would I do differently?

THE PROCRASTINATOR'S CODE

(from Burka and Yuen)

- ✓ I must be perfect.
- ✓ Everything I do should go easily and without effort.
- ✓ It is safer to do nothing than to take a risk and fail.
- ✓ I should have no limitations.
- ✓ If it's not done right, it's not worth doing at all.
- ✓ I must avoid being challenged.
- ✓ If I succeed, someone will get hurt.
- ✓ If I do well this time, I must always do well.
- ✓ Following someone else's rules means I'm giving in and not in control.
- ✓ I can't afford to let go of everything or anyone.
- ✓ There is a right answer, and I'll wait until I find it.
- ✓ If I expose my real self, people won't like me.
- ✓ I will not put in my best effort so if I do poorly I will be able to tell myself that if I worked harder, I could have done better.

Behavioural Strategies for Procrastination Intervention

“A little neglect may breed mischief: for want of a nail the shoe was lost; for want of a shoe the horse was lost; and for want of a horse the rider was lost.”

Benjamin Franklin

Questions to ask yourself:

1. Was there a time when you didn't procrastinate, or was it less severe?
2. What were you doing different at that time?
3. Could you do that again? Could you do more of that?
4. In trying to resolve your procrastination, what have you tried and found helpful?

GUIDELINES FOR GOALSETTING:

Goals should be...	<ul style="list-style-type: none">• Meaningful & Desired• Believable, Realistic and Achievable• Concrete, Specific and Clearly Defined• Stated in the Positive• Vividly Imagined and Internalized• In writing• Measurable• Prioritized
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TIME MANAGEMENT & SELF MOTIVATION:

Try an 'Un-Schedule':

1. Write down all the activities that you know you will be doing in a schedule for the week
 - Organize your activities in ½ hour blocks
 - ie. Class, commuting time, meals, groceries, laundry, socializing, exercise, etc.

Master Weekly Un-Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 am							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00 pm							
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9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00 am							
Hours:							

Total Hours Worked Towards Goal: _____

CONTRACTING & ACCOUNTABILITY:

I _____, do solemnly swear on this _____	
day of _____, 2004, to _____	
_____.	
And when I do this I will reward myself with _____	
_____.	
Signed	Date
_____	_____/_____/_____
Witnessed	Date
_____	_____/_____/_____

SELF-REWARD:

Rewarding yourself is more effective than punishing yourself.

RELAXATION:

Too much stress and anxiety can reduce your ability to concentrate and become so distracting that you can't move towards the accomplishment of your goal.

CONCLUSION:

1. Experiment with these strategies to find out what ones might work for you.
2. Don't try to put them all into place at once. You would probably become overwhelmed and get discouraged.
3. Continue to do what works, discard what doesn't, and try something new.
4. Be patient, give yourself time to change. You are not going to eradicate procrastination from your life overnight.
5. Celebrate the small steps.

101 Time Management & Time Saver Strategies

1. Clarify your values
2. Set goals based on your values
3. Develop action plans based on goals
4. Record and evaluate how you spend your time
5. Ensure that daily, weekly & term goals are congruent with your values
6. Combine activities
7. Watch out for the time wasters
8. Have little tasks at hand
9. Be flexible
10. Review lecture notes soon after your lecture
11. Review lecture notes throughout the term
12. Don't rely on cramming for exams
13. Spread memory work out over the term
14. Remember - work expands to fill time available
15. 20% of what you do yields 80% of the results
16. 80% of what you do yields 20% of the results
17. Let your subconscious work for you - start papers and creative work early
18. Have a note pad at all times
19. Take learning skill workshops
20. Have a purpose for everything you do
21. Define your objectives
22. Set priorities
23. Plan
24. Write down daily goals in order of priority
25. Set goals that are specific
26. Set goals that are measurable
27. Set goals that are acceptable to you
28. Set goals that are realistic
29. Set goals that include a specified time frame for completion
30. Make "To Do" lists
31. Work on top priorities
32. Break down big tasks into short projects
33. Do the hard tasks first
34. Eliminate tasks you do not have to do yourself
35. Complete one task before starting another
36. Delegate
37. Allow enough time for each task
38. Allow extra time for the unexpected
39. Avoid busyness
40. Allow time for family, friends and yourself
41. Use calendars: term, week, daily
42. Set deadlines
43. Consolidate discretionary time in blocks
- 44.

Relaxation Methods

The body and the mind are interconnected, as a result, becoming relaxed physically helps us to relax mentally, and becoming relaxed mentally helps us to relax physically.

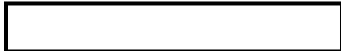
Concentrate on Your Breathing

Anxiety can lead to shallow, fast, or irregular breathing. Likewise, shallow, quick, or irregular breathing can increase physical sensations of anxiety. Those breathing patterns can create an imbalance of oxygen and carbon dioxide in the body and brain, heightening physical indicators often associated with anxiety and, in turn, increasing our cognitive interpretations that what we are experiencing is due to anxiety.

→ Controlled Breathing Strategies:

Practice this method of breathing for at least 4 minutes because that's roughly how long it takes to restore the optimal balance of oxygen and carbon dioxide.

- Breathe in slowly and deeply to a count of **4**, hold the breath for a count of **2**, and breathe out for a count of **8**.
- With one hand on your upper chest, and the other on your stomach; the hand on



“The Anxious-Afraid Procrastinator”

- The “anxious-afraid” procrastination style is characterized by an individual feeling overwhelmed and pressured by the tasks or relationships at hand.
- The “anxious-afraid” procrastinator may:
 - Feel pressure to succeed
 - Be a perfectionist in work endeavors
 - Be unrealistic about time
 - Be uncertain about their goals
 - Be dissatisfied with their achievements
 - Be sensitive to criticism and failure
 - Be fearful of relational change
- This type of person often maintains high levels of efficiency and productivity; however, easily becomes over-stressed and over-worked and is highly susceptible to procrastination.
- Attempts to relax and avoid pressure often give rise to more guilt, pressure and apprehension.
- When the focus is on relationships, the individual will likely avoid completing tasks that threaten to change the desired levels of intimacy/dependency in their relationship.

Characteristics	<ul style="list-style-type: none"> - Hardworking, high achieving, and competent - Fearful of being judged and falling short of expectations - Feelings of guilt, inadequacy, incompetence, inferiority, or superiority - Critical of self and others - Focused on the future - worried about outcomes - Seeks a lot of advice from others and hesitates making decisions on their own - May be fearful of intimacy in relationships
Irrational Beliefs	<ul style="list-style-type: none"> - “My worth as a person is determined by my ability and achievements.” - “I must always do well and be approved of by others.” - “I must be in control and resist control by someone else - I can't risk exposure and failure.” - “I must maintain and reach my unrealistic goals and expectations.”

Summary:

Trying harder or becoming more organized does not often work for this type of procrastinator. It only increases the pr

"REC" Your Thoughts and Change Your Mood

Start by making a 6 column chart:

Title columns from left to right:

ie.

Event	Thought(s)	Feeling	Evaluation	Change	Feeling

-past -words -identify -evaluate the -alternate -rate again
-present -images -rate thought -more balanced
-future -memories

The following explains how to use the chart as a means of changing your mood by Recording, Evaluating, and Changing your thinking:

Feeling

- The easiest place to start is with column 3
- Try to identify the distressing emotion with **one** word
- Rate the intensity of the feeling on a **0-100** scale
 - (0 = absence of the feeling; 100 = most intense feeling)

Thought(s) -

Find the one(s) that work for you:

- a) **Weighing the Cost** - We can determine the cost by evaluating the positive and negative effects of our thinking.

List the Positive Effects	Ask Yourself: <ul style="list-style-type: none">• What positive effects does this thought have on me and those close to me?• How does it help me?• How does it promote well-being?• What does it do for me?• What does it accomplish?• Does it protect me from something dangerous?• What evidence is there that it actually has these positive effects?
List the Negative Effects	Ask Yourself: <ul style="list-style-type: none">• What negative effects does this thought have on me and those close to me?• How does it harm me?• How does it impede my well-being
Determine the Costs	Ask Yourself: <ul style="list-style-type: none">• How do I feel about the price I am paying to think this way?• Do I want to continue to pay it?• How do I feel about the price others are paying when I think this way?• Do I want them to continue paying this price?• Do I want to modify my thinking so it is less costly and distressing?

At this point you might find yourself saying:

"I realize it's costing me and others a lot for me to embrace this belief, but it happens to be true!"

Okay then, you might want to go to the next section and weigh the evidence for its veracity.

- b) **Weighing the Evidence** - Ask yourself the following questions:

- What evidence exists to support this belief?
- What evidence exists that would contradict this belief?
- Have I had any experiences that show that this belief is not completely true *all* the time?
- If my best friend knew I believed this, what would she or he say to me? What evidence might she or he point out that would suggest that this belief is not always 100% true?
- If I went to an expert to get an opinion on this matter, what would she or he say?

After asking these questions, you can further weigh the evidence for and against your belief by testing it out. This can be done through observation, conducting experiments, or

- Change**
- On the 5th column, you may find yourself wanting to modify your belief after your evaluation
 - Look for alternate explanations of the event that are less costly, more accurate, and less troubling than the original interpretation
 - Write your alternate belief on the chart
 - Helpful questions:
 - Is there a different way of interpreting this situation that is less costly, more accurate, and less troubling?
 - If someone I cared about was in this situation, with these thoughts and this information, how would I suggest they view the situation?
 - If my best friend, or someone who really cares about me, knew I was thinking this thought, what would s/he say to me?

Once you come up with an alternate belief, think how you might test it out. Give it a test drive, try it out for several weeks and see how it feels. Also, ask yourself what behaviours would be consistent with this belief. Try one or two of these out as well.

- Feeling**
- On the last column, once you have written an alternate way of viewing the situation, rate the original feeling again
 - How has that rating changed?

Use thought records as often as you can.

- With practice you won't require the formality of the chart; you'll find that you are able to go through the process just in your mind, wherever you happen to be.
- You'll become increasingly adept at seeing the connection between life's events, your thoughts, and your feelings.
- You'll be empowered to evaluate and alter your thinking, which will result in a more positive emotional existence.

