Procrastination Management

Steps you can take to get yourself out of procrastination and into progress

Project/Task:

Are you working on it?

YES

NO

Recognizing Excuses

What are you doing instead?

How are you justifying NOT getting to work?

What does progress look like?
What’s your goal?

What are the underlying reasons? (see “6 Reasons that People Procrastinate”)

Strategies to break your inaction/procrastination: (see “Motivation Techniques”)