

Procrastination Worksheet

Think about a task you have been avoiding. What are the consequences of not doing it? What should you keep on your list and what can you let go?

Task I'm avoiding	Immediate Negative Consequences	Long-term/Increasing Consequences	Problem Disappears
Ex. Writing my resume	None	May not get a new job	Possibly if you stay in your current position

Pick 3 -4 tasks that you **NEED** to do.

What thought immediately comes to mind?

What feelings come up?

Task I'm Procrastinating	Thought it triggers	Feeling it triggers
Ex. Writing my resume	I might not have enough of the right skills for the job	Anxiety, insecurity, incompetence

“Allow yourself to experience those feelings and be ok with it.”

Choose ONE task you have been putting off. Write down the feelings that come to mind and how you can resolve this in order to complete the task.

Feeling	What I can do about it
<i>Ex. anxious, incompetent</i>	<i>Look over my past accomplishments, work with coach to discover my strengths</i>

Take this ONE task and break it down into small steps that can be completed in short periods of time.

Steps	Time needed	Date completed
<i>Ex. Take notes on my skills and talents</i>	<i>1 hour</i>	<i>January 15</i>

Put it on the calendar

Step	Start Date	Completion Date
<i>Ex. Take notes</i>	<i>January 15</i>	<i>January 15</i>

Find an accountability partner

Name	Check-ins
<i>Ex. Sara</i>	<i>Weekly on Fridays</i>

