**Worksheet # 1 – “Why We Procrastinate”**

**Directions.** Take your best guess and rank the following reasons for why we procrastinate from 1 to 5 starting with “1” being the biggest reason we procrastinate and “5” being the smallest.

**Feeling Overwhelmed** – A feeling that there is too much that needs to be done in order to accomplish a task, thus paralyzing us from even taking the first step towards achieving it.

**Task Unpleasant** – We view the task as boring or tiring or that it will make us uncomfortable in some way.

**Fear of Failing** – If we take action towards reaching our goals yet fail to realize them, we fear we will be seen as a failure. We fear being rejected or made to look like a fool.

**Lacking Motivation** – We find no internal motivation or benefit for doing the task, and there is no penalty for not doing it, leading us to not do it at all. The cost in terms of time and energy seem to outweigh the benefits.

**Lacking Focus** – Unable to stay on task because something has come up. The ‘something else’ can be anything that distracts the person from continuing to work on a main task.

**Worksheet # 3 – “Procrastination Warning Signs in My**

**Life”**

1. Assign a point value to each of the following statements on a scale of 0 to 5, with 0 indicating that the statement is not true for you, and 5 indicating that the statement is strongly true for you.

Point

Value

Procrastination Statement

1. I usually find reasons for not acting immediately on a difficult assignment.

2. I know what I have to do but frequently find I spend my time doing something else that is more enjoyable.

3. I work best at the “last minute” when the pressure is really on.

4. There are too many interruptions that interfere with me accomplishing my top priorities.

5. It feels unfair when I am pressed to make an unpleasant decision.

6. I take half measures to delay unpleasant or difficult actions.

7. When tired I really just want to ‘veg out’ rather than do the difficult tasks I face.

8. I question why tasks always have to be so difficult all the time.

9. I find myself waiting for inspiration before starting important tasks.

**Worksheet # 3 – “Procrastination Warning Signs in**

**My Life” – Continued**

2. Next, add up the point values assigned according to the following grouping of statements.

Questions: 2 + 3 + 7 = points Questions: 1 + 4 + 9 = points Questions: 5 + 6 + 8 = points

3. With the above point totals determined, assess which procrastination warning sign

(highest point total) is most prevalent in your life.

Based on your highest score:

Questions: 2 + 3 +7 = May be inclined at **Indulging in Distractions** Questions: 1 + 4 + 9 = May be inclined to **Making Excuses** Questions: 5 + 6 + 8 = May be inclined to **Feeling Despair**