

# Stop Putting It Off: Dealing with Procrastination

Presented by

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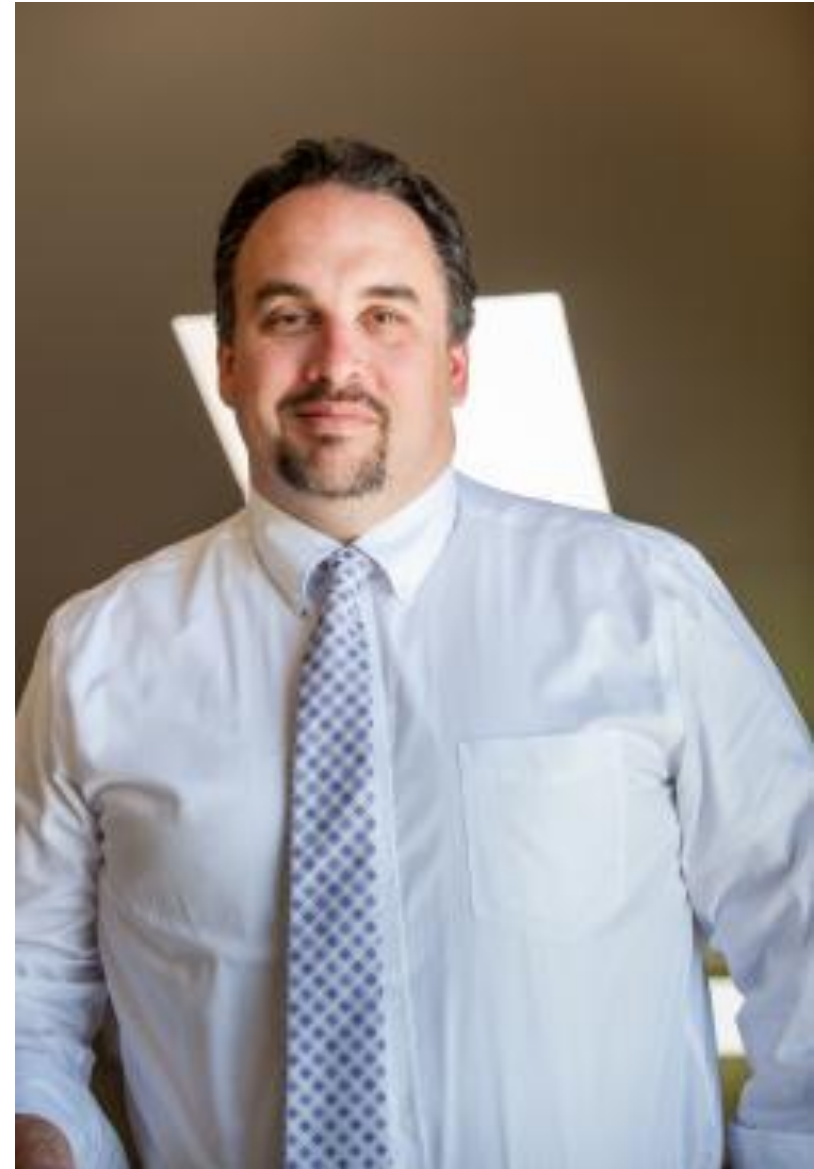
# Who am I

## Robert Jones

- Bachelors is Communication Studies
- Masters in Education

## My go to procrastination

- Watching Netflix
- Playing solitaire
- Cleaning



# Training Objective

- Take a deeper look at what procrastination is
- Examine how procrastination affects us
- Outline ways that we can deal with procrastination to maintain effectiveness

# Procrastination and the Pandemic

- We struggled with what became known as quarantine fatigue
- More people feeling vulnerable to stress and uncertainty
- The inability to establish or maintain a regular schedule, and being socially distant from people derailed us
- People to differentiate between work and relaxation
- The lack of separation lead to an increase and prolonged level of stress

# Procrastination is...

The voluntary delay of an intended act

Even though you can expect to be worse off in the long run of the task



# The Truth About Procrastination

**95%**

of Americans occasionally  
procrastinate

**20%**

are chronic procrastinators

**40%**

experienced significant financial loss

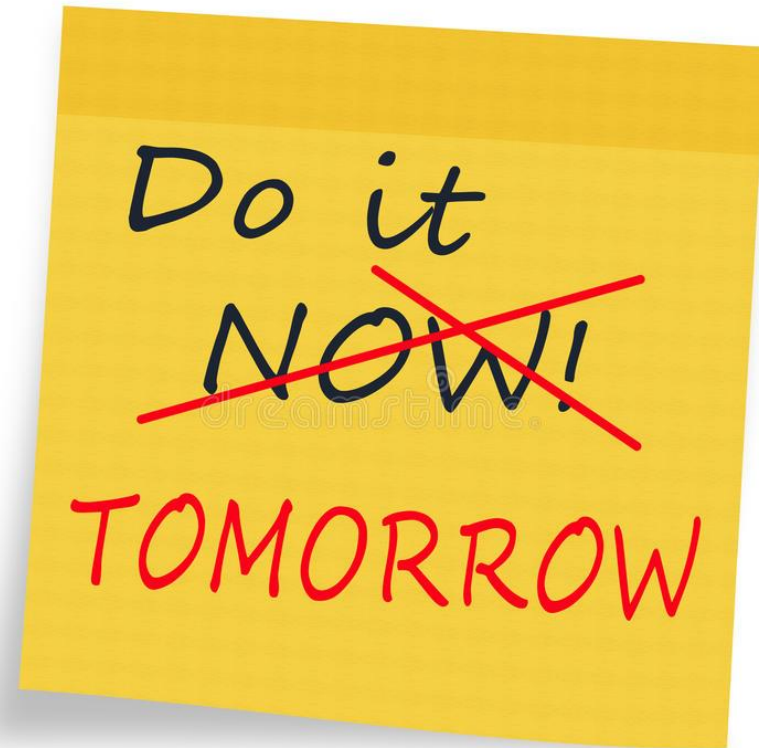
# Time Lost

$$\begin{array}{ccccc} 218 & & 365 & & 79,570 \\ \text{minutes/day} & \times & \text{days in a year} & = & \text{minutes/year} \end{array}$$

**55.3 days per year**

# Reasons We Are Procrastinating

- Additional stress
- Absence of buffer behaviors
- Shifting priorities
- Fewer social interactions
- Burnout
- Perfection





# Procrastination And Anxiety

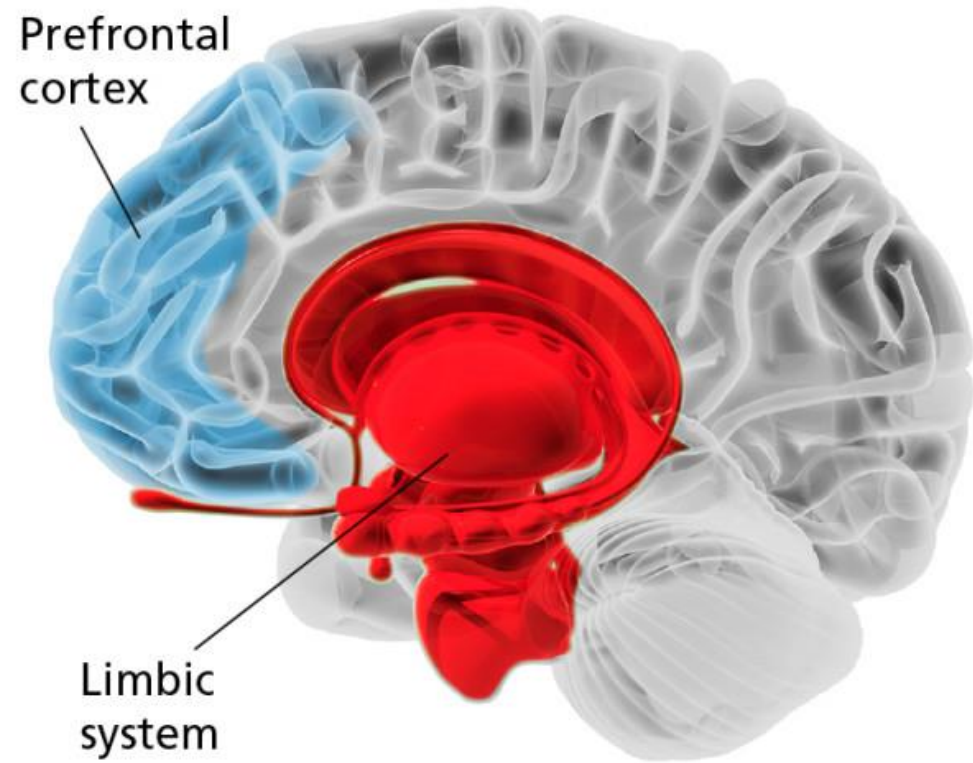
- Procrastination is an emotion-focused coping strategy
- Procrastination is our brains way of dealing with anxiety



# Biological Factors

## Limbic System

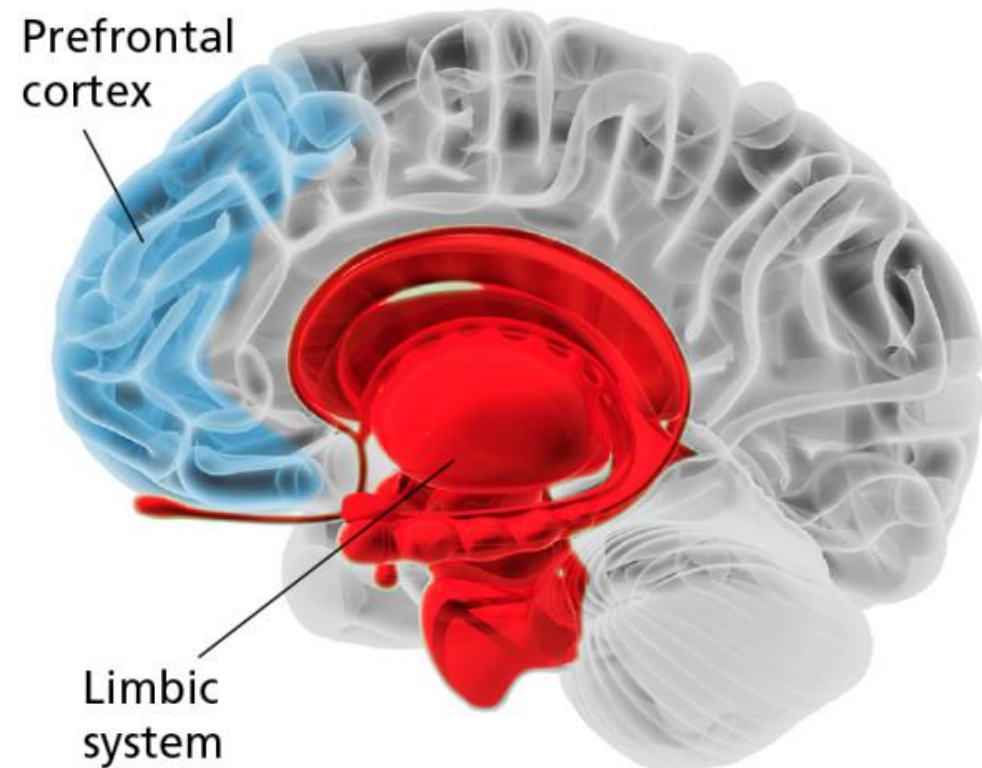
- Most fundamental survival adaptation
- Controls basic behavior
- It is the emotion and pleasure-seeking part of the brain
- Linked to impulsive behavior and the desire for instant gratification



# Biological Factors

## The Prefrontal Cortex

- Is the logical part of the brain
- Is responsible for metacognition
- Is responsible for more complex behavior such as planning



# Procrastination Hurts Two Way

## **You waste time**

- The time you spend waiting, agonizing, or simply staring into nothing is essentially wasted time

## **You compromise your ability to the task**

- The task can get harder when you procrastinate because you might have fewer options when you wait to complete the task or less time to complete the task

# Active Procrastination vs Passive Procrastination

## Passive or traditional procrastination

- avoids or delays a task in favor of something unproductive

## Active procrastination

- you avoid or delay a task by working on a different task



# Procrastination Is Not All Bad

## Delaying the task for productively value

- Working at optimal times
- You can gather all the needed information
- Your full team can be there

## Delaying can reveal real priorities

## Even out strong emotions

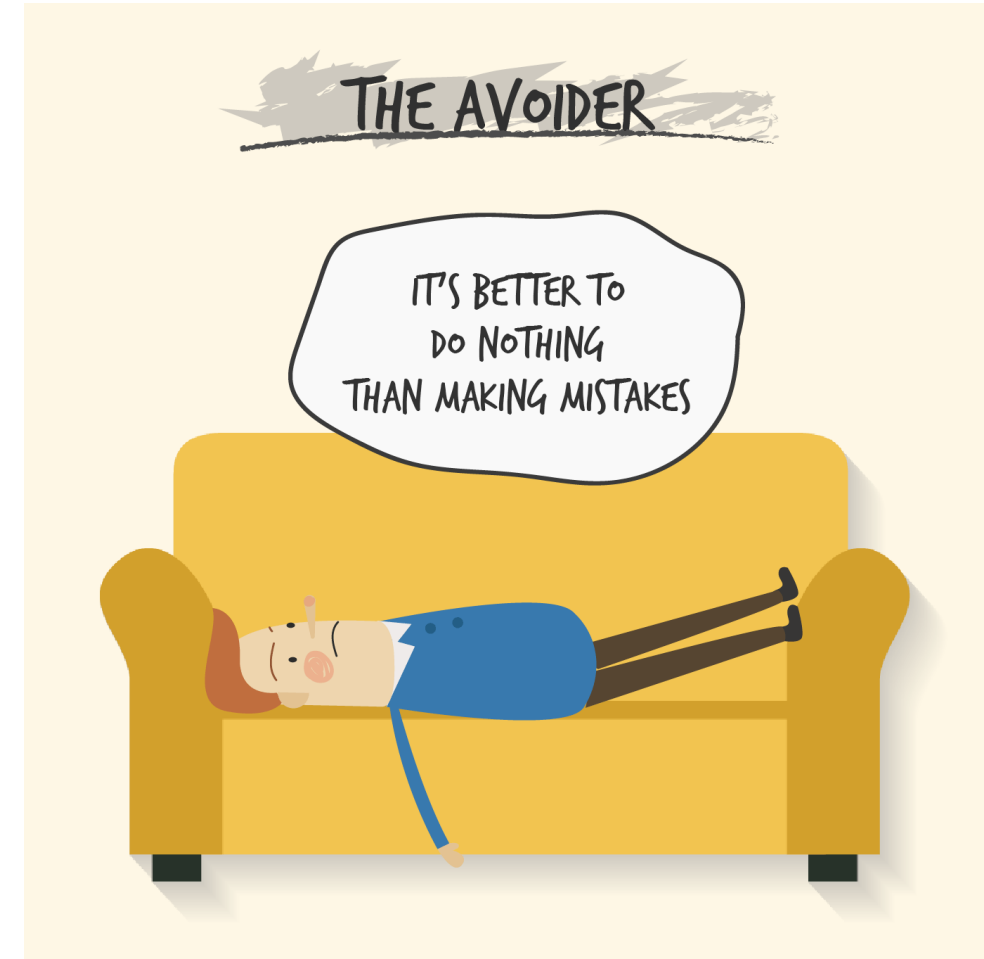




# Type of Procrastination

## The Avoider

- They would rather put off work, than be judged by others when they end up making a mistake



# Type of Procrastination

## The Dreamer

- This is someone who enjoys making the ideal plan more than acting.
- They are highly creative but find it difficult to finish a task

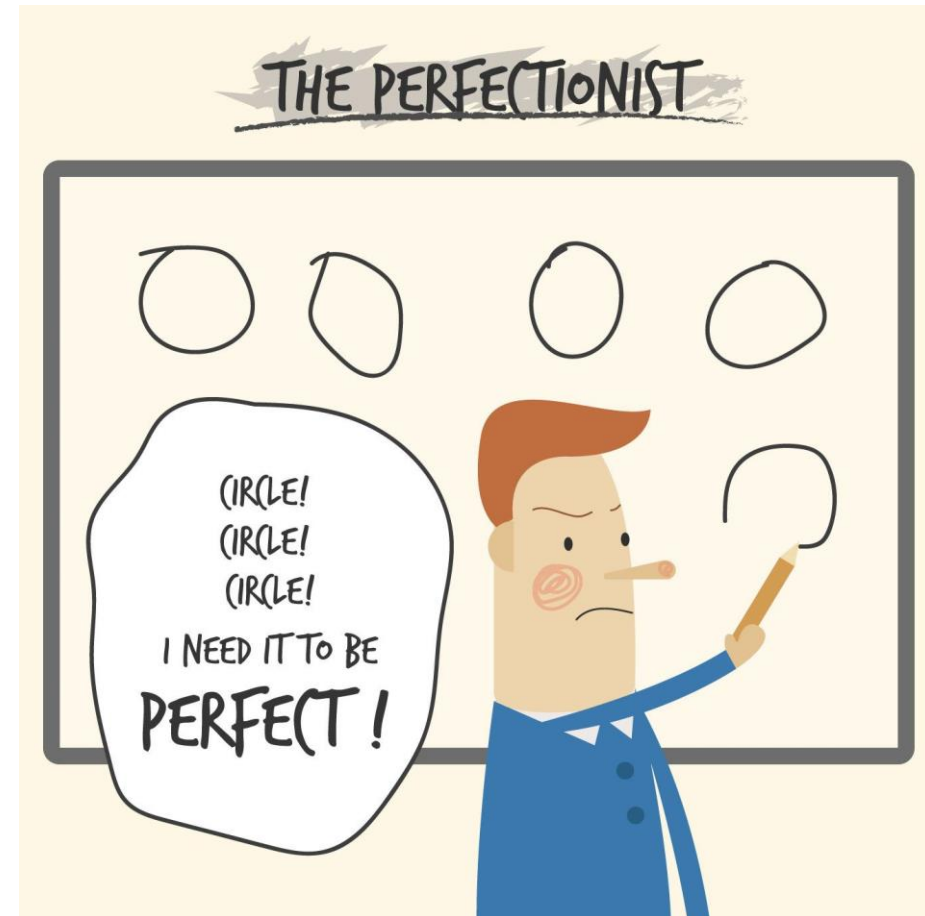




# Type of Procrastination

## The Perfectionist

- They pay too much attention to the minor details
- They are afraid of starting a task because they are stressed out about getting the details right
- They get stuck in the process because they are scared to move on



# Type of Procrastination

## The Crisis Maker

- They deliberately push back work until the last minute
- They find deadlines (the crisis) exciting and believe that they work better when working under pressure, which brings about poor time management



# Type of Procrastination

## The Busy Procrastinator

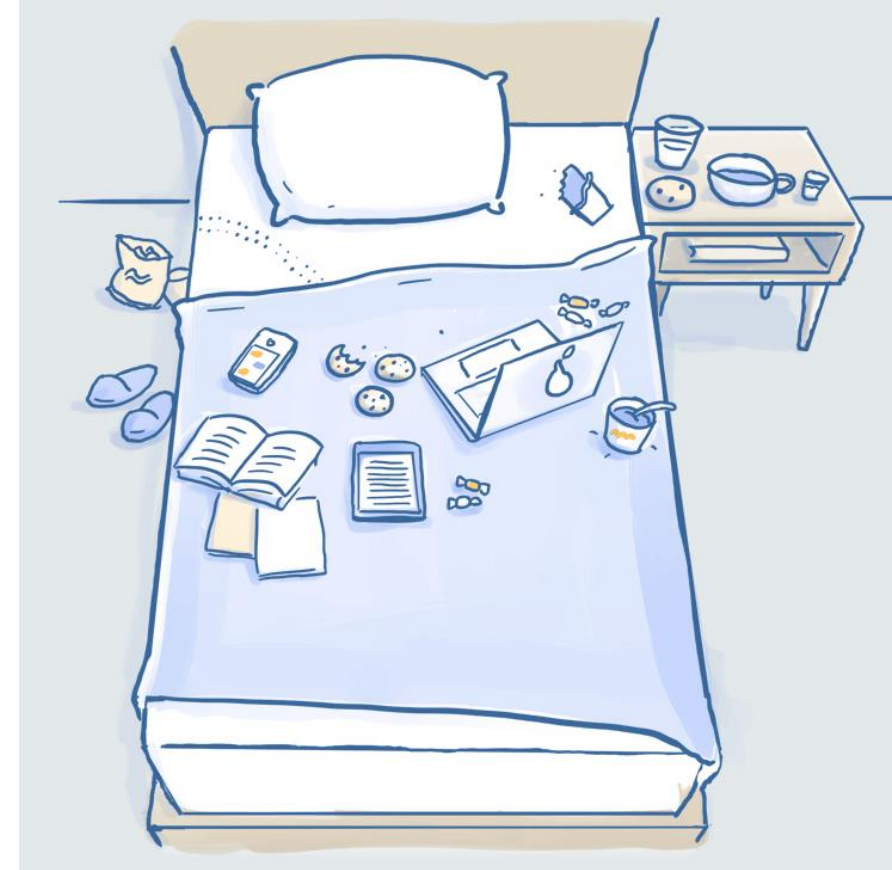
- They have trouble prioritizing tasks because they either have to many tasks to work on or they refuse to work on what they see as unworthy of their effort
- They don't know how to close a task that's best for them and simply postpone deciding



# Types of Procrastination

## Bedtime Procrastination

- This type of procrastination people put off going to sleep to engage in leisure time
- “Revenge Bedtime Procrastination” emerged which refers to people taking revenge on the workday by staying up to have fun



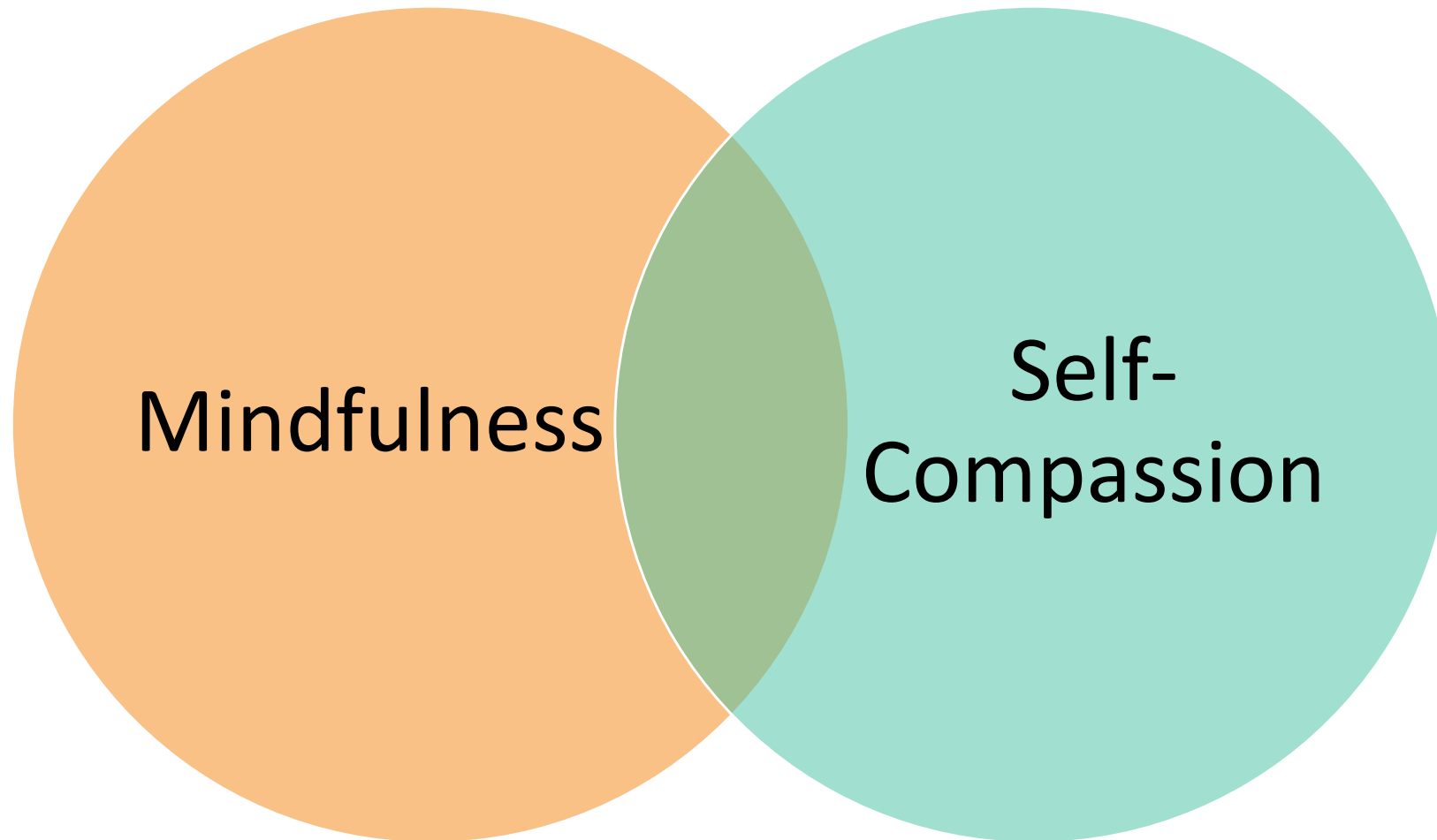
# What has helped you be productive in the past?



# Four Questions

1. How would a successful person complete your goal?
2. How would you feel if you don't do the required task?
3. What is the next step you need to do to complete the task?
4. If you could do one thing to achieve your goal on time, what would it be?

# Avoiding the Mental Trap

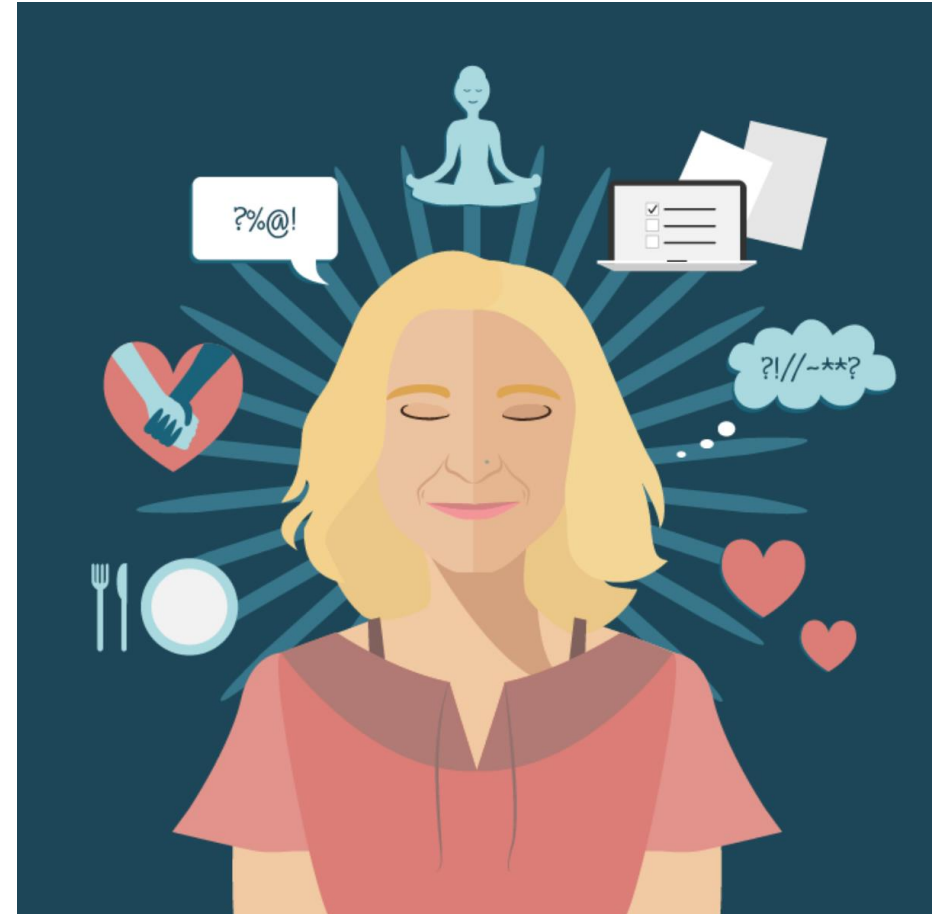




# Mindfulness is...

A state of active, open attention on the present

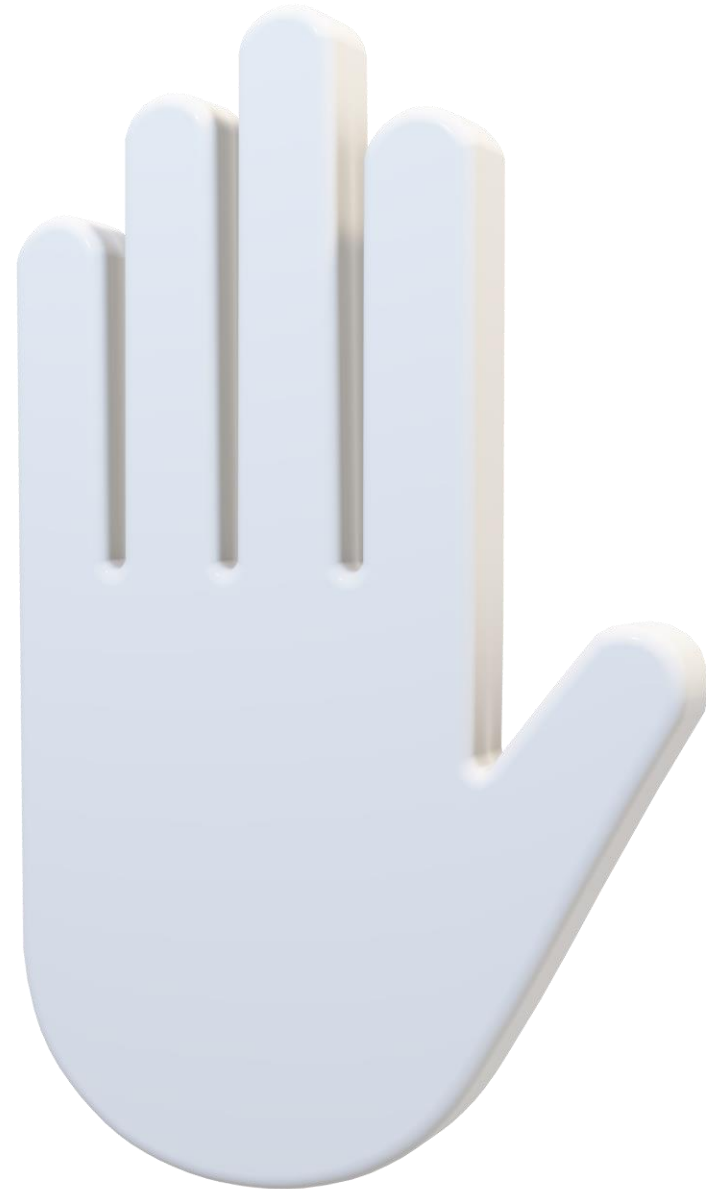
- When you are mindful-
  - You carefully observe your thoughts and feelings without judging them as good or bad
  - You are living in the moment rather than dwelling on the past and anticipating the future





# Remember to STOP!

- S = Stop
- T = Take a deep breath
- O = Observe
- P = Proceed



# Bringing Mindfulness To Your Workspace

- For one minute each hour, stop everything you're doing and focus only on your breath.
- During lunch, eat slowly; pay attention to the taste of the food, the texture, etc.
- Start the mindfulness process before going to work.
- Leave work at work! Do not bring work with you-when you are done for the day, simply be done.

# Self Compassion

Is demonstrating a sense of warmth and understanding towards ourselves when we suffer, fail, or are feeling inadequate rather than ignoring our pain or punishing ourselves with self-criticism



# How to Improve Self-Compassion

- Transform your mindset
- Speak and think kindly about yourself
- Forgive your mistakes
- Spend time doing things you enjoy
- Try to avoid judgement and assumptions
- Find common grounds with others
- Take care of your mind and body
- Pay attention to where your passion lies
- Realize it's not all about you
- Develop an acceptance of self

# Getting Ahead of Procrastination



# Light Planning

## Set Priorities

- Determine what is important and what is urgent
- Determine primary goals
- Plan around your priorities
- Know and share why with others

PRIORITIES



# Light Planning

## Do the important first

- By prioritizing the complex and urgent task at the beginning of the day

## Plan a day ahead of time

- Map out the next day
- Make sure not to list everything just the task that you want to accomplish for that day



# Good Working Environment

## Create a “Focus Bubble”

- No matter where you are working at home or in an office make sure you have a quiet workspace that can limit your interruptions

## Find an accountability partner

- Find that person you can partner with that will help you stay focused on your tasks and that you can help to maintain focus

## Avoid the device trap

- Turn off your devices or quiet them to avoid the distractions





**What have  
you done to  
create a focus  
bubble?**

# Self Care

- Any activity that we do deliberately to take control of our mental, emotional, and physical health
- Good self-care is key to improving mood, reducing anxiety, and strengthening relationships

“Self-care is something that refuels us, rather than takes from us”

Dr. Agnes Wainman



# Benefits Of Self Care

- Strengthens our immune system
- Increases positive thinking
- Improves our self-compassion
- Increased productivity
- Reminds us what is important to us
- You will have more to give others not less



# Addressing Anxiety and Procrastination

- Break a large time-consuming project into small task
- Complete the highest priority task first and get it out of the way
- Focus on doing the task not putting the task off

## TO DO LIST

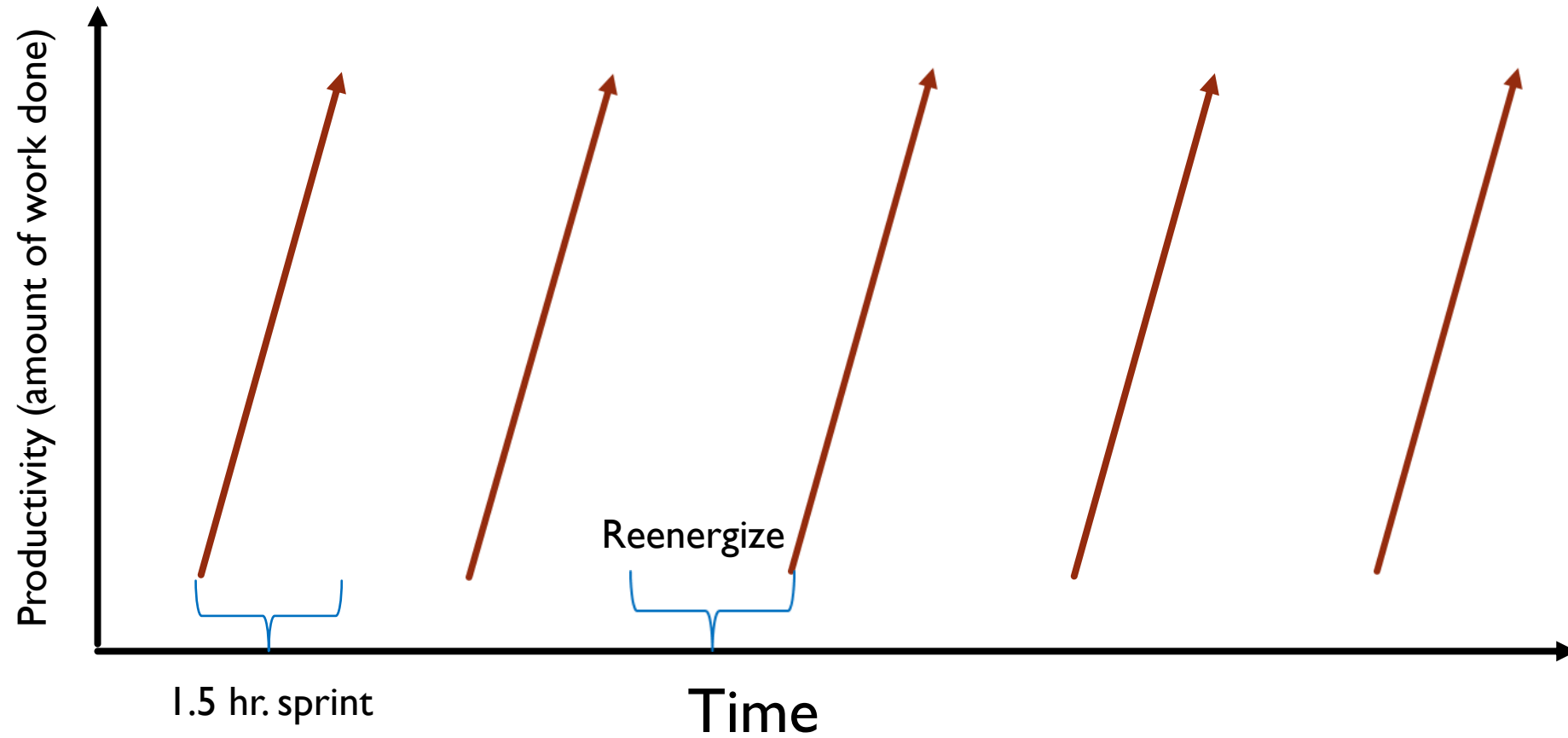
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# Addressing Procrastination

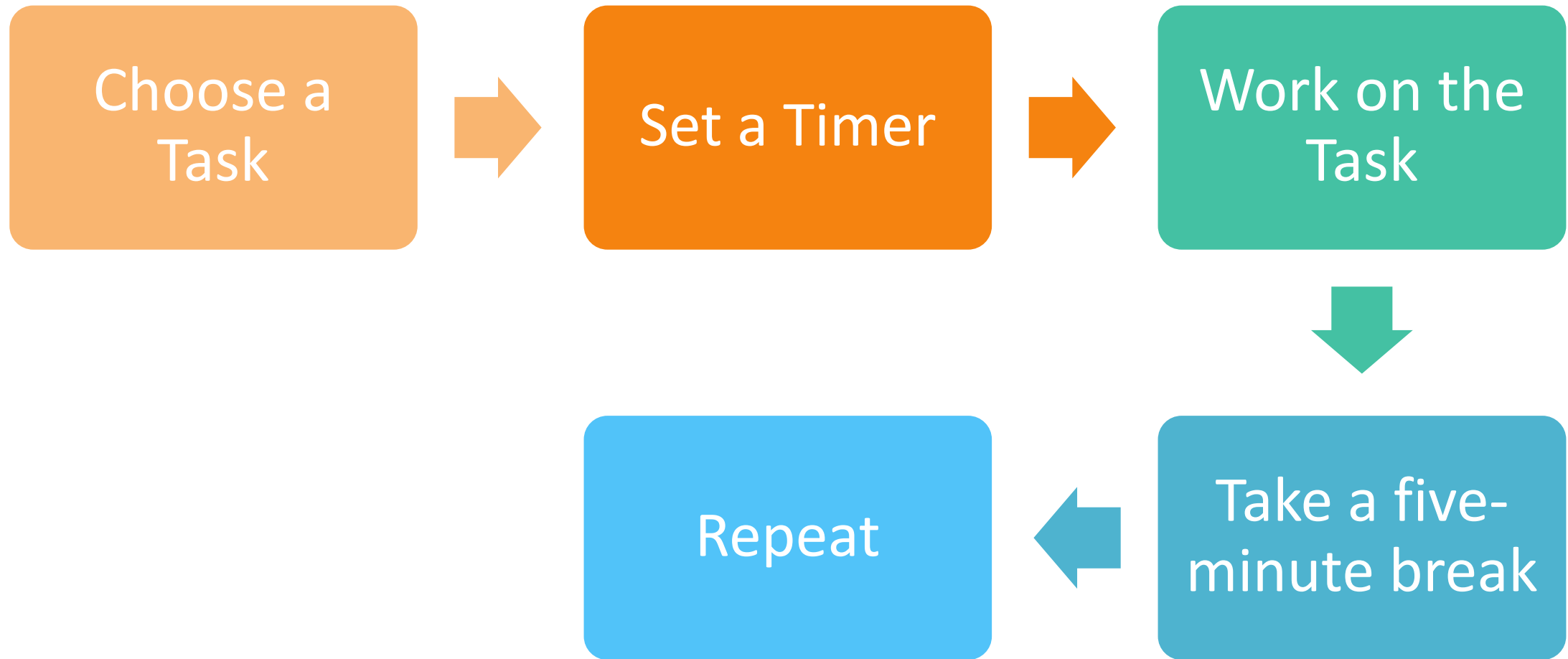
- Focus on the worst first,
- Set soft deadlines
- Create small wins
- Identify the purpose of your tasks and the expected outcomes.
- Track your input and output for each task



# Work in Intervals



# The Pomodoro Technique



# Parting thought

“Often just by taking action, by doing something about the situation can relieve the stress and help correct the situation.”

Catherine Pulsifer Author





# Questions

# Time To Evaluate



Please hold your phone over the QR Code with the camera app to gain access to a training evaluation.

Any feedback would be greatly appreciated.

# Thank you

Are you interested in these future topics



LUNCHTIME TALKS ON TOPICS THAT MATTER  
MAY 26: EMPATHY IN THE WORKPLACE



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