

Stop Putting It Off: Dealing with Procrastination

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

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

Type of Procrastination

The Avoider

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

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

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

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

The Busy Procrastinator

- They have trouble prioritizing tasks because they either have too 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

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

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?

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
- peak 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

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

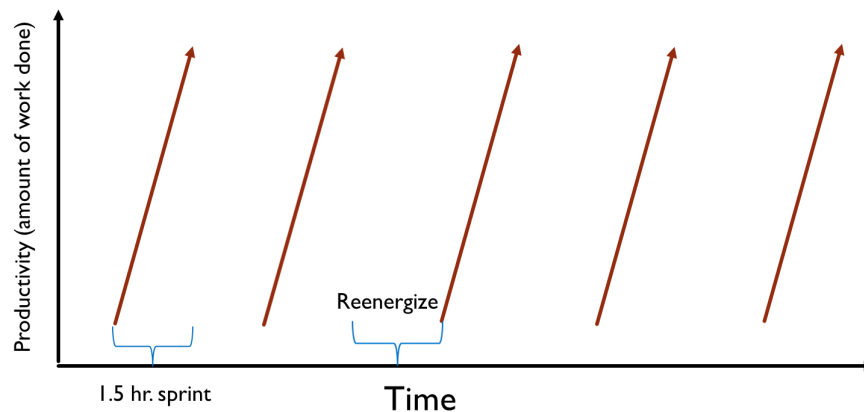
Addressing Anxiety and Procrastination

- 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

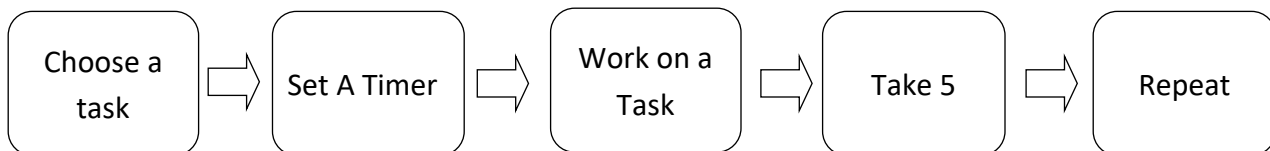
Addressing Procrastination

- 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



After the fourth time repeating take longer breaks



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Thank you

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