

# PROCRASTINATION

## Understanding Procrastination

Procrastination is more than just "being lazy." It's a complex behaviour tied to emotions, fears, and or perfectionism. Let's begin by identifying your personal procrastination patterns:

### Reflection Questions

1. What tasks or situations do you tend to procrastinate on?

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2. How do you feel about these tasks?

Example: overwhelmed, bored, unsure, afraid of failing

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3. What typically distracts you when you procrastinate? Example: scrolling social media, cleaning, or "busy work"

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### Break the Cycle with New Strategies

Here are actionable steps to help you overcome procrastination:

#### Break Tasks into Smaller Pieces

Instead of focusing on the whole task, identify small, manageable steps. For example: "Write the whole report" becomes "Write a three-sentence introduction."

Choose a task you're avoiding and list 3 smaller steps to begin:

Task: \_\_\_\_\_

Step 1: \_\_\_\_\_

Step 2: \_\_\_\_\_

Step 3: \_\_\_\_\_

### Identify Your Triggers

Procrastination often stems from emotional or situational triggers. Recognising these can help you respond differently.

Activity: Think of a recent time you procrastinated.

What was happening in your life or mindset at the time?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you feel stressed, tired, or uncertain about the outcome?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you avoiding discomfort or fearing judgement?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Use Time Blocking

Dedicate short, focused periods to your task (e.g., 25 minutes or less) with a break afterward.

Plan Your Time Block:

Task: \_\_\_\_\_

Start Time: \_\_\_\_\_ Duration: \_\_\_\_\_

### Practice Self-Compassion

Avoid harsh self-criticism when you procrastinate. Instead, remind yourself: "It's okay to struggle. I can try again."

Write an encouraging message to yourself here:

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### Build Accountability and Support

Having someone to check in with or share your goals can keep you motivated. This could be a friend or mentor.

Who can you reach out to for accountability?

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### Celebrate Progress

Rewarding yourself for small accomplishments builds positive momentum. For instance: Treat yourself to a favourite snack after finishing a task, take a short walk or do something you love.

Write a small reward you'll give yourself after completing this task:

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"Procrastination isn't a flaw, it's a gentle reminder from your heart.

Treat your pauses as moments of self-care, knowing that every delay  
gives you the strength to take your next brave step." Unknown

## Quick Reminders for Moving Forward

**Progress, not perfection:** Each step forward matters.

**Start small:** Focus on what you can do today, even if it's just a little.

**Picture how you will feel after you complete it:** Visualise the feeling you would like to have after the task is done.

**Use positive self talk:** Be your own cheerleader! What would you say to a close friend having the same challenge.

**Connect with the fun:** Try to find some fun in the task, we resist things that we have told ourselves are not enjoyable. If you can't find anything put on your favourite dance music.

**Remind yourself that it's not forever:** This is a temporary task. While it might feel endless, it is not.

**Remember to reward yourself:** Positive reinforcement works for most of us.

**Most importantly stay kind to yourself:** Growth takes time, every one of your efforts counts.

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