

PROCRASTINATION MANAGEMENT WORKSHEET



CHECK ISSUES IN EACH AREA WHERE YOU STRUGGLE WITH PROCRASTINATION: Use blank space for specific areas not listed.

| | | | |
|--|--|--|--|
| PERSONAL HEALTH / WELL-BEING | | <input type="checkbox"/> Sleeping Enough & Sleeping Well | <input type="checkbox"/> Tracking Finances / Balanced Budget |
| <input type="checkbox"/> Healthy Diet | <input type="checkbox"/> Bathing / Hygiene | <input type="checkbox"/> Recreation / Hobbies | |
| <input type="checkbox"/> Exercising | <input type="checkbox"/> Health Care (Doctor, Dentist, etc.) | <input type="checkbox"/> Meeting Deadlines | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| HOME LIFE | | <input type="checkbox"/> Paying Bills | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Finding New Housing | <input type="checkbox"/> Shopping | |
| <input type="checkbox"/> Dishes | <input type="checkbox"/> Maintenance / Repairs | <input type="checkbox"/> Transportation Needs | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| WORK | | <input type="checkbox"/> Seeking New Opportunities | <input type="checkbox"/> Making Important Calls |
| <input type="checkbox"/> Going to Work | <input type="checkbox"/> Speaking to Managers / Colleagues | <input type="checkbox"/> Maintaining / Preparing Resume | |
| <input type="checkbox"/> Arriving on Time | <input type="checkbox"/> Completing Projects | <input type="checkbox"/> Meeting Deadlines | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| SCHOOL | | <input type="checkbox"/> Completing Research | <input type="checkbox"/> Completing Writing Assignments |
| <input type="checkbox"/> Going to Class | <input type="checkbox"/> Group Work Participation | <input type="checkbox"/> Maintaining Financial Aid Forms | |
| <input type="checkbox"/> Arriving on Time | <input type="checkbox"/> Doing Homework | <input type="checkbox"/> Meeting with Instructors / Advisors | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| PERSONAL RELATIONSHIPS | | <input type="checkbox"/> Responding to Texts | <input type="checkbox"/> Ending Unwanted Relationships |
| <input type="checkbox"/> Talking with Friends | <input type="checkbox"/> Responding to Email | <input type="checkbox"/> Communicating with Relatives | |
| <input type="checkbox"/> Making Time for Partner | <input type="checkbox"/> Going Out / Socializing | <input type="checkbox"/> Attending Scheduled Events | |
| <input type="checkbox"/> Making Time for Friends | <input type="checkbox"/> Making Time for Family | <input type="checkbox"/> Remembering Special Occasions | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

CHOOSE AN ISSUE SELECTED ABOVE AND ANSWER THE FOLLOWING:

| | |
|---|--|
| ISSUE | |
| HOW DO I PERSONALLY BENEFIT FROM ACCOMPLISHING THIS TASK? | |
| | |
| HOW WILL COMPLETING THE TASK IMPACT MY FUTURE? | |
| | |
| CREATE A MISSION STATEMENT DETAILING ANY REQUIRED RESOURCES, PLAN OF ATTACK, AND DEADLINE. | |
| | |