

# Procrastination Worksheets

## UNDERSTANDING PROCRASTINATION

Procrastination is the act of delaying or postponing tasks or actions. It can have various causes and can affect different aspects of life. This section helps you understand and reflect on your procrastination habits.

What tasks do you commonly procrastinate on?

How does procrastination affect your daily life?

Describe a recent instance where you procrastinated. What were the consequences?

## IDENTIFYING TRIGGERS AND PATTERNS

Understanding the triggers and patterns of your procrastination can help in addressing it effectively. Use the table below to log instances of procrastination and identify potential patterns.

Date: \_\_\_\_\_ dd / mm / yyyy      Task: \_\_\_\_\_

Time: \_\_\_\_\_      Emotional State: \_\_\_\_\_

Potential Triggers: \_\_\_\_\_

Notes

Are there common triggers that lead you to procrastinate?

Do certain times of day, emotional states, or environments make you more likely to procrastinate?

## STRATEGIES TO OVERCOME PROCRASTINATION

Here are some strategies you can try to overcome procrastination. Experiment with these and note what works best for you.

Strategy: \_\_\_\_\_

Specific Actions

Timeline: \_\_\_\_\_

Notes

DAILY PROCRASTINATION COMBAT PLANNER

Week of: \_\_\_\_\_ dd / mm / yyyy

Weekly Main Goals

Monday - Key Tasks to Accomplish: \_\_\_\_\_

Monday Priority

☐ High    ☐ Medium    ☐ Low

Monday - Time Allotted: \_\_\_\_\_

Tuesday - Key Tasks to Accomplish: \_\_\_\_\_

Tuesday Priority

☐ High    ☐ Medium    ☐ Low

Tuesday - Time Allotted: \_\_\_\_\_

Wednesday - Key Tasks to Accomplish: \_\_\_\_\_

Wednesday Priority

☐ High    ☐ Medium    ☐ Low

Wednesday - Time Allotted: \_\_\_\_\_

Thursday - Key Tasks to Accomplish: \_\_\_\_\_

Thursday Priority

☐ High    ☐ Medium    ☐ Low

Thursday - Time Allotted: \_\_\_\_\_

Friday - Key Tasks to Accomplish: \_\_\_\_\_

Friday Priority

☐ High    ☐ Medium    ☐ Low

Friday - Time Allotted: \_\_\_\_\_

Saturday - Key Tasks to Accomplish: \_\_\_\_\_

Saturday Priority

☐ High    ☐ Medium    ☐ Low

Saturday - Time Allotted: \_\_\_\_\_

Sunday - Key Tasks to Accomplish: \_\_\_\_\_

Sunday Priority

☐ High    ☐ Medium    ☐ Low

Sunday - Time Allotted: \_\_\_\_\_

DAILY TIME BLOCKING SCHEDULE

Tasks Completed

Tasks Procrastinated

Reasons for Procrastination

Plan to Overcome Procrastination Tomorrow

Accomplishments

Challenges/Procrastination Instances

Next Week's Focus