

Procrastinators: Which One Are You?

Identify your procrastination type and learn to manage it

Perfectionist

- ☐ I often find it difficult to begin a task because the thought of getting every detail perfect is overwhelming.
- ☐ Once I've started a task, finishing it can be hard as I want every detail in place.

- Focus on what's realistic rather than what's ideal; work toward excellence rather than perfection.
- Seek support from others before you're under too much pressure.
- Deliberately make one mistake each day.
- Make daily to-do lists with small, broken-down tasks that you can complete on a given day.
- Commit to rewarding yourself for setting and achieving realistic goals.
- Admit that you choose what you do with your time; work on self-acceptance skills

- Learn to make realistic judgments about the time and effort required to complete a task. Ask a friend for help, if needed.
- Remind yourself that choosing not to make a decision about a task or action is itself a decision.
- Don't allow "what if" thinking to take you out of action.
- Break down tasks into manageable parts to reduce anxiety.
- Every day, do at least part of one thing you've been putting off because you're uncomfortable about it.
- Consider the aspects of a project that are exciting to you, rather than just the challenges.

Worrier

- ☐ Many tasks seem risky or unnecessary.
- ☐ I prefer to stay in my comfort zone and avoid change.

Crisis-Maker

- ☐ I feel that I work best under pressure.
- ☐ I enjoy the rush of working under a deadline on a task that might otherwise seem boring.

- Strive for moderation: avoid speaking and thinking in dramatic, emotional language.
- Remind yourself: you may not be interested in a task until you start.
- Identify motivators for a task and use them rather than using stress as a motivator.
- Keep a record of your "crises": what triggered them, how you reacted.
- Create deadlines for yourself as a way to use your natural adrenaline rush to complete tasks earlier.
- Regularly engage in activities that will give you an adrenaline rush-- play competitive sports, go out with friends, or take up a new hobby.

- Try to differentiate between dreams that are vague and goals that are specific and measurable.
- Make your dream into a goal: define what, when, where, who, why, and how you will complete it.
- Keep a to-do list and assign yourself a few tasks each day.
- Use an alarm or timer as a way to remind you when to get to work.
- Schedule time for creative daydreaming.
- Plan out projects and tasks in writing.
- To counteract mind-wandering, get active—explain things aloud, teach the material to someone, or tackle a small part of your project.

Dreamer

- Abstract thoughts are more pleasant to think about than the real-life actions that need to be taken.
- I find it difficult to plan details and/or to follow through with a task.

Over-Doer

- I find it difficult to prioritize and say no to other demands on my time.
- Sometimes I take on too much and then procrastinate on one task for the sake of completing other tasks.

- Recognize and respect your personal limitations.
- Rank your priorities in life and post this list somewhere. Make choices about your time in accordance with this list.
- Incorporate time to relax into your schedule—and learn to enjoy it. Don't feel guilty about taking time for yourself.
- Focus your thoughts on how to gain personal control, rather than how tasks control you.
- Learn to say "no" to tasks when appropriate. Try saying a pleasant "no" each day.
- Envision life as an adventure in making choices, not a struggle to do everything.
- Make daily to-do lists based on true priorities.

- Rank your priorities in life, and devote your energies accordingly. Post this list somewhere.
- Reflect on the ways you could potentially respond to a task before acting.
- Be aware when you're choosing defiance. Ask yourself whether long-term regrets are worth short-term pleasure.
- Strive to act, rather than react.
- Learn self-calming strategies.
- Own up to your actions—especially if you did not complete a task you agreed to.
- Choose one task every week that you will complete in your own way in order to satisfy your need for individuality.

Defier

- Many tasks seem like an unfair or unnecessary use of my time and energy.
- I prefer to maintain control over situations and retain a sense of individuality.

Tips for everyone:

- Get help from others (professors, friends, family) to stay accountable.
- Keep a daily journal to evaluate your use of time.
- Practice visualization. Envision the changes you want to make in your life -- how it feels to make the change, and what your life looks like after the changes are made.
- Create a timeline for completing a task or achieving a goal, with specific, short-term steps along the way.