GETTING UNSTUCK: 
THE SECRET LIFE OF PROCRASTINATORS

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“Only put off until tomorrow what you are willing to die having left undone.”

- Pablo Picasso
Mexico, Central America, and South American Rainforests
OUTCOMES

- Identify the triggers that cause you to procrastinate.
- Walk away with strategies to help you overcome the habit.
Procrastination is the habit of delaying an important task, usually by focusing on less urgent, more enjoyable, and easier activities instead.

It is different than laziness, which is the unwillingness to act.
YOU’RE IN GOOD COMPANY

“I love deadlines, I like the whooshing sound they make when they go by.”

-Douglas Adams
Why Do We Care?

- Guilt/Shame
- Stress
- Poor Quality Work
- Restrict Potential
- Undermine Your Career
- Disrupt Teamwork
- Reduce Morale
- Job Loss
- Reduced Productivity
ARE YOU A PROCRASTINATOR?
HOW WE PROCRASTINATE!

The Cleaner

Before I can start,
I need to do some laundry.
Then I have to sort my
sock drawer, organize
my music collection,
and clean up my desk
so I have room to work!

The List Maker

I SHALL MAKE... A LIST!!!
THE LIST MAKER

Goals 2017 - 2018

March 2018

- Spring Ethics Workshop
  - Mar 12 / 36
- CALU Messaging - Sign up to get list
  - Mar 12
- CSL in Session - May - Rebecca - Community conversations
  - Mar 14 / 09
- List of CSL staff - presentation topics
  - Mar 19 / 2/3
- Review CAL session Proposals - Date March 26
  - Mar 10
- CALU messaging - Christine P testimonial
  - Mar 19
- Review Create stats before setting meeting
  - Mar 19
- Successful Supervision - ALD April 3 & 4
  - Mar 20 / 9:13
- Final CALU recruitment message - Tweak Lintinel post # 3 with current Add a card...

This Week

- CSI in Session - Erin/Teresa
  - Mar 6 / 79
- CSI in Session - April = Mandi
  - Mar 6 / 18
- CSI in Session - April = Mandi - solo librarian
  - Mar 6 / 1/12
- Talk to Regan about combining CVL and Create - set up meeting with Sharon, Regan, Amy
  - Mar 7
- CLIC Procrastination Session
  - Mar 7 / 4/10
- CLIC Hope Session
  - Mar 9 / 0/3
- Introduction to learning management

Today

- Gather CSL staff info about CLIC workshops
  - Feb 28
- Start planning CSL in Session for 2018
  - Mar 5 / 11/12
- Teen eLearning Project
  - 1 / 5/779
- CLIC Learning Session
  - Mar 1 / 19/24

Add a card...

Today

- Gather CSL staff info about CLIC workshops
  - Feb 28
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Add a card...

Tuesday

- 9:30-9:30 - 430 - 430 - 430 - 430 - 430
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- 9:30-9:30 - 430 - 430 - 430
- 9:30-9:30 - 430 - 430 - 430

Wednesday

- 10-12 - 10-12 - 10-12 - 10-12 - 10-12
- 10-12 - 10-12 - 10-12 - 10-12 - 10-12
- 10-12 - 10-12 - 10-12 - 10-12 - 10-12

Thursday

- 1:30-1:30 - 1:30-1:30 - 1:30-1:30 - 1:30-1:30 - 1:30-1:30
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Friday

- 4:30-4:30 - 4:30-4:30 - 4:30-4:30 - 4:30-4:30 - 4:30-4:30
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Saturday

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HOW DO YOU PROCRASTINATE?

Omg. Omg. Omg. OMG. OMG. OMG. OM MMGGGGG!! I’M DOOOOOOMED!!!!

The Panicker

A Field Guide to Procrastinators- twenty pixels
How Do You Procrastinate?
Why Do We Procrastinate?

#1

Because We Can!
Why Do We Procrastinate?

- Worrier
- Easily Distracted
- Defier
- Crises Maker
- Lack of Confidence
**Why Do We Procrastinate?**

- Medical
- Dread
- Overwhelmed
- Dreamer
- Perfectionist
- Creatively Blocked
Why Do We Procrastinate?

It's a wonder I make any decisions at all.
CREATE YOUR PROJECT LIST

<table>
<thead>
<tr>
<th>Project</th>
<th>Needed by</th>
<th>Impact or Consequence</th>
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<tbody>
<tr>
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www.mindtools.com
What Makes a Task Procrastination Worthy?

- Difficult
- Frustrating
- Ambiguous
- Unstructured
- Not Intrinsically Rewarding
- Boring
- Lacking a Personal Meaning
Resisting the Pull of Procrastination

High vs. Low Value Projects
RESISTING THE PULL OF PROCRASTINATION

- Rephrase your internal dialog

Motivate Yourself

- Clean your desk
- Organize space
- Supplies
- Resources

Clear Your Space

- Accountability buddy
- Peer pressure works!

Public Commitment

- Email
- Social Media
- Texting
- Minimize distractions

Disconnect
Resisting the Pull of Procrastination

- Poor quality
- Reduced morale
- Disrupt teamwork

Identify the first step
- Resistance levels
- 10 minutes

Prioritize goals
- Time bound tasks

Reward Yourself!

Scheduling

Do Something to Get Started

Confront the Downside of Inaction

Reward Yourself!

Scheduling

Do Something to Get Started

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Scheduling

Do Something to Get Started

Confront the Downside of Inaction

Reward Yourself!
**Barriers & Breakthroughs**

- Break down tasks to reduce anxiety
- Don’t allow “what if” thinking to take you out of action
- Choose your battles and consider the consequences
- Channel your rebellious side into a cause you care about
- Set tighter interim deadlines
- Get your adrenaline going with other activities
- Build your skills
- Instead of “I can’t” say “I will”
- Create an ideal work environment
- Use distractions as rewards
**Barriers & Breakthroughs**

- Change your location
- Brainstorm with others

- Reward yourself
- Make a 10 minute promise

- Break tasks down into smaller manageable ones
- Set small amounts of time and achieve as much as you can

- Set realistic (not idealistic) goals before starting
- Learn to make mistakes!

- Plan out tasks in writing - be active
- Schedule time for creative daydreaming
## Planning to Take Action

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<thead>
<tr>
<th>Project</th>
<th>Deadline</th>
<th>Task</th>
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[www.mindtools.com](http://www.mindtools.com)
# Planning to Take Action

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<tr>
<td>Task 1</td>
<td>Incentive 1</td>
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<tr>
<td>Task 2</td>
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