



GETTING UNSTUCK: THE SECRET LIFE OF PROCRASTINATORS

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Outcomes

- Identify the triggers that cause you to procrastinate.
- Walk away with strategies to help you overcome the habit.

Procrastination is...

Why do we care?

Are You a Procrastinator?

MindTools: Essential skills for an excellent career

https://www.mindtools.com/pages/article/newHTE_99.htm

Score Interpretation

Score	Comment
15-30	You're a procrastinator, and it's not something to be proud of. It means that you miss deadlines and waste a lot of time. As a result, your boss is not getting from you what you're capable of delivering, and he or she is probably very frustrated with this.
31-45	You're a mild procrastinator. You need to understand better why you procrastinate – there are several reasons for it and more than one may apply to you.
46-75	Good news! You're not a systemic procrastinator! If you do, however, occasionally catch yourself procrastinating over something, you can learn tips on dealing with this.

Source: This set of questions is based on the Procrastination Scale created by Professor Clarry Lay of York University, Canada. This questions are for illustrative purposes only, and not validation work has been conducted on them.

How do you procrastinate?

Why do we procrastinate?

Create Your Project List

Project	Needed By	Impact Or Consequence
1.		
2.		
3.		
4.		
5.		

Resisting the Pull of Procrastination



Action Plan

Project	Deadline	Task
1.		
2.		
3.		

Incentives

Procrastination Resources

Articles:

Bailey, Chris. "5 Research- Based Strategies for Overcoming Procrastination." Harvard Business Review. October 04, 2017

<https://hbr.org/2017/10/5-research-based-strategies-for-overcoming-procrastination?autocomplete=true>

Carr, Nicholas G. "Curbing the Procrastination Instinct." Harvard Business School Publishing Corporation, October 2001.

<https://hbr.org/2001/10/curbing-the-procrastination-instinct>

Mind Tools Content Team. "How to Stop Procrastinating: Overcoming the Habit of Delaying Important Tasks."

https://www.mindtools.com/pages/article/newHTE_96.htm

Mind Tools Content Team. "Are You a Procrastinator?"

https://www.mindtools.com/pages/article/newHTE_99.htm

Moran, Gwen. "Which of These Five Types of Procrastinator are You?" Fast Company, May 23, 2016. <https://www.fastcompany.com/3060079/whats-your-procrastination-type>

Webb, Caroline. "Managing Yourself: How to Beat Procrastination." Harvard Business Review. July 29, 2016.

https://hbr.org/2016/07/how-to-beat-procrastination?referral=03758&cm_vc=rr_item_page.top_right

e-book:

Overcoming Procrastination: Bite-Sized Training. Mind Tools LTD 2007-2016. Must be a Mind Tools member to access e-book.

Videos:

Bailey-Hughes, Brenda. "Overcoming Procrastination." Lynda.com

Urban, Tim. "Inside the mind of a master procrastinator." Ted2016

https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator

Comics:

Twenty pixels. "A Field Guide to Procrastinators."

<http://20px.com/blog/2013/09/06/a-field-guide-to-procrastinators/>

Books:

Basco, Monica R. *The Procrastinator's Guide to Getting Things Done*. The Guilford Press. New York, New York 2010.

Pychyl, Timothy A. *Solving the Procrastination Puzzle: A Concise Guide to Strategies for Change*. TarcherPerigee. 2013