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

Score Interpretation

<table>
<thead>
<tr>
<th>Score</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-30</td>
<td>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.</td>
</tr>
<tr>
<td>31-45</td>
<td>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.</td>
</tr>
<tr>
<td>46-75</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Needed By</th>
<th>Impact Or Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<td>4.</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
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</table>
Resisting the Pull of Procrastination
# Action Plan

<table>
<thead>
<tr>
<th>Project</th>
<th>Deadline</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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</tbody>
</table>

## Incentives
**Procrastination Resources**

**Articles:**


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

Mind Tools Content Team. “Are You a Procrastinator?”

[https://www.fastcompany.com/3060079/whats-your-procrastination-type](https://www.fastcompany.com/3060079/whats-your-procrastination-type)


**e-book:**

**Videos:**
Bailey-Hughes, Brenda. “Overcoming Procrastination.” Lynda.com

[https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator](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/](http://20px.com/blog/2013/09/06/a-field-guide-to-procrastinators/)

**Books:**