

Project/Task/Assignment:

Due Date:

Are you working on it?

**NO**

**YES**

What are reasons you are not working on your task?

- I'm feeling overwhelmed
  - I am distracted
  - I don't have what I need
  - This is boring
  - I am not feeling confident
  - I fear I am going to fail
  - This is too hard
  - I don't know how to start
  - Seems like too much effort
  - Other:
- Other:

What steps can you take to address the reasons you selected?

- 1.
- 2.
- 3.

What steps do you still need to do to complete this task?

- 1.
- 2.
- 3.

Now make an action plan on the back.

If you put this off now, when do you think you will end up doing it? (Be honest)

What is one small or manageable thing you can do to start this task to help motivate you to finish?

How will that impact other assignments and your stress?

Often times, when we procrastinate, the hardest part is just starting. SO...

Steps to overcome your road blocks

PROCRASTINATION



Break your goals down into manageable strategies and tasks to keep you productive.

