I. Identify your particular Signs of Procrastination

- How do you know you are procrastinating?
- What do you do to procrastinate?
- Identify situations or areas in which you procrastinate, (e.g., social relationships, school, finance, household, etc.)
- When do you procrastinate?

II. Identify Underlying Issues or Causes of Procrastination

- Lack of relevance
- Lack of interest
- Perfectionism: having extremely high standards which are almost unreachable
- Evaluation anxiety: concern over other’s responses to your work
- Ambiguity: uncertainty of what is expected to complete task
- Fear of failure and self-doubt
- Fear of success: (e.g., if succeed, concern over having to maintain same level of performance; concern over jealousy from others.)
- Inability to handle the task: lack of training or skill necessary to complete task
- Lack of information needed to complete task
- Environmental conditions:
  - Orderliness of work area
  - Availability of needed materials
  - Adequate lighting
  - Distractions
  - Temperature
  - Physical conditions (e.g., fatigue)
- Anxiety over expectations that others have of you (e.g., high pressure to succeed; expectations that you will fail)
- All-or-nothing thinking (e.g., seeing one setback as total failure)
- Task seems overwhelming or unmanageable
- You are actually overextended, trying to manage too much
III. Management Strategies (learn more at Cognitive and Behavioral Strategies to Stop Procrastinating [1])

- Identify what is necessary to accomplish task in a given amount of time; Get a sense of the entire project and what is required to complete it.
- Set goals for what is to be accomplished
- Break goals into smaller sub-goals (e.g., concentrate on one section of a paper at a time)
- Accept that there are no magical cures.
- Fear of Failure:
  - Acknowledge strengths and skills
  - Recall previous successes
  - Work on weaknesses
  - Take risks
- Fear of Success:
  - Get accurate perspective of what your success will mean
  - Focus on your own needs and expectations rather than those of others.
- Perfectionism [2]:
  - Examine your standards. Are they realistic? Are they set so high that they are causing you distress?
  - Adjust your expectations and set realistic goals.

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