



Preventing Procrastination

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Everyone can be guilty of procrastinating from time to time and putting off unpleasant tasks. However, the habitual cycle of putting things off and slacking until the last minute, and the feeling of guilt that comes out of it, is something procrastinators often struggle with. This course goes beyond just the standard to-do list to help prevent procrastination, by helping develop solid action plans and move you off the hamster wheel of frustration and inefficiency.

The learning objectives for our course are:

- Discover the 5 steps to create a truly effective to-do list;
- Learn the breakthrough process that will banish your procrastination habits;
- Uncover the keys to actually getting your to-do's accomplished



Step 1: Brain Dump

Clearing Mental Clutter Helps Memory and Focus



Do you gravitate to paper or electronic for to-do lists? Use that option for your brain dump.

Will you use categories in your brain dumps? If so, brainstorm some ideas. Ideas to get you started: Work, Home, Family, Health, Travel, Volunteering, Musts, Wants, Perhaps, Future Fun

What platform will you use for your brain dumps?

Ideas for Paper: Notebook, Planner, Index Cards

Ideas for Electronic: Outlook, Google Calendar/Tasks, Evernote/OneNote, Word Document

Additional Brain Dump Notes:





Step 2: Prioritize

Urgent/Important Quadrants

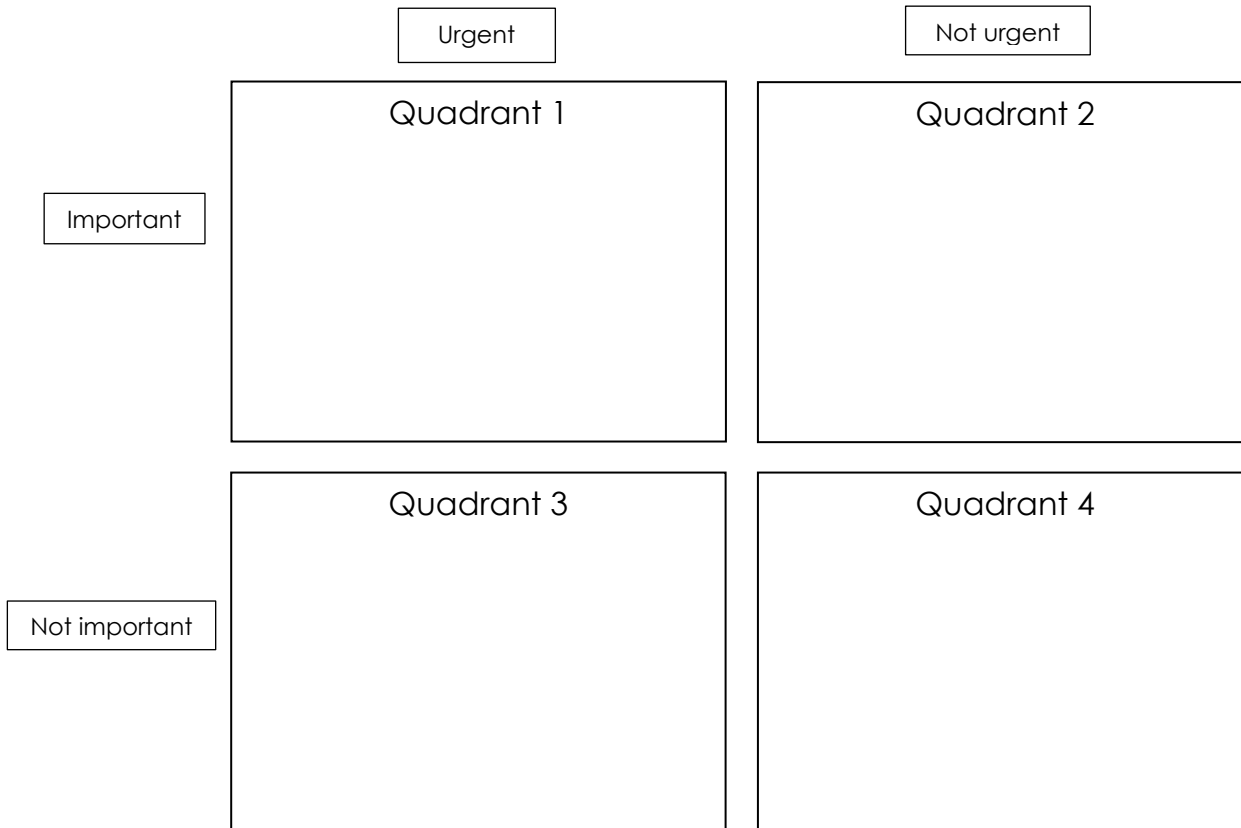
Must/Want Quadrants

Additional Quadrant notes:



Urgent/Important Quadrants

To Do List Grid



Quadrant 1 – items are important and urgent: These must be done first

Quadrant 3 – items are not important, but they are urgent: These should be done after Quadrant 1; However, you will have to weigh each task's urgency against the importance of the items in Quadrant 2

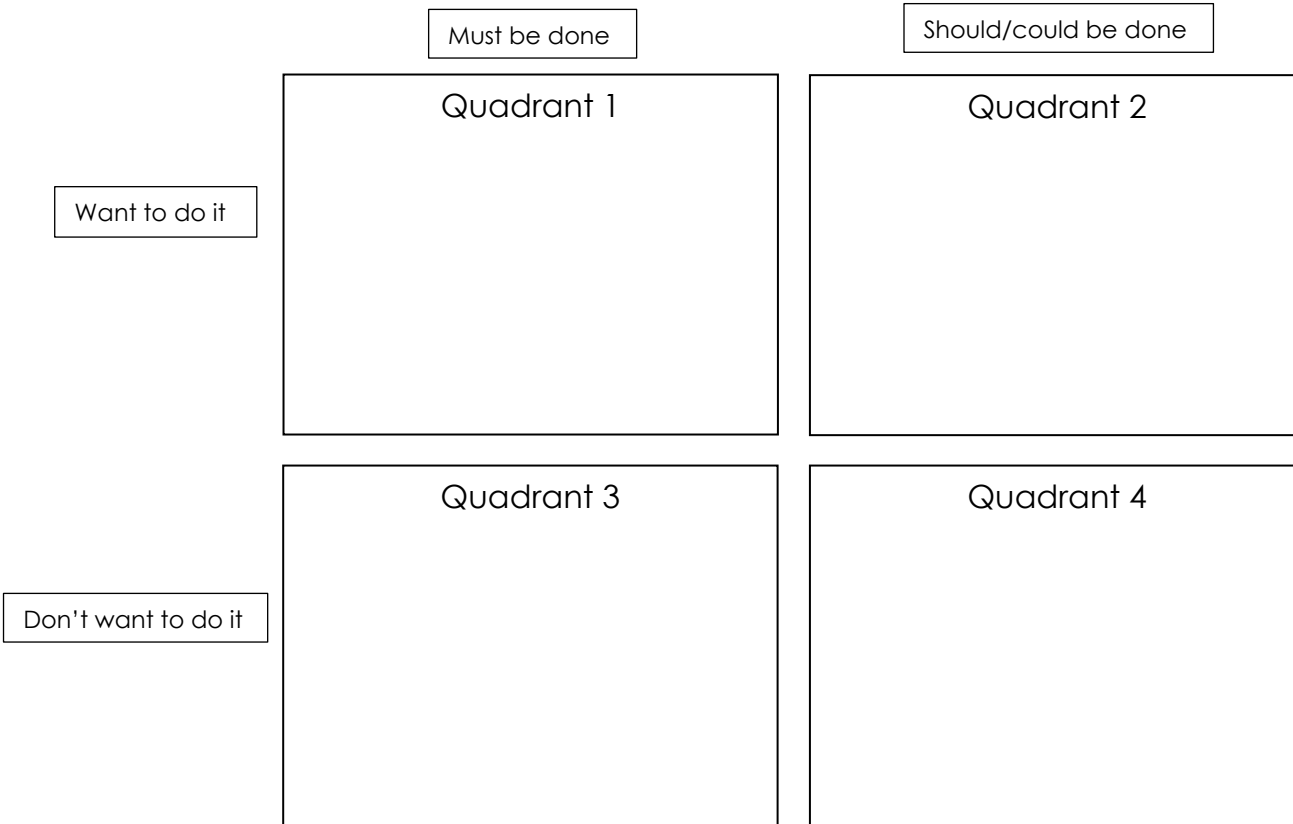
Quadrant 2 – items are not “must do now”, but they are important, so once Quadrant 1 is completed, come back to these tasks & weight them against the urgency of the items in Quadrant 3

Quadrant 4 - items are those that are not important and not urgent: Most can be removed or put off until you have free time



Want/Must Quadrants

To Do List Grid



Quadrant 3 – items are important, but you don't like to do them: These should be done first to get them out of the way

Quadrant 1 – items are necessary and enjoyable and must be done: These should be done after Quadrant 3, or interspersed with those items

Quadrant 2 – items are not “must do”, so they could be removed: However, you want to do these, so just make sure Quadrants 1 & 3 are completed first

Quadrant 4 - items are those that are not important and don't need to be done: Most can be removed or delegated



Prioritizing with Traditional Methods

High, Medium, Low 1, 2, 3 A, B, C Highlighters



If you're considering using this for prioritizing, which resonates most for you?

Prioritizing with Index Cards

Exercise 2: Prioritize Your List

Which method/tool will you try?

It's usually easiest to prioritize on the same page as your brain dump (or on the quadrant sheet), but here is more space if you need it.





Step 3: Schedule

Choice #1: Calendar

- We honor others' time on our calendar, so schedule time for your to-do's and honor your own time as well
- Do you use a paper calendar or electronic calendar? When scheduling to-do's, use the calendar you're already used to because you will be more consistent.

Choice #2: Tasks

- Ideas for possible task programs: Outlook, Google Tasks, Todoist, Evernote, Phone Reminders
- **No matter what you choose, reminders are the key, especially if you use an electronic calendar or task program.**
 - **If you use a paper calendar, consider setting times throughout the day that you check your calendar so that you don't lose track of the to-do's you've scheduled.**

Which choice will work best for you? _____

Don't Forget to Use a Timer!!

Exercise 3: Schedule Some To-Do's

Choose your method and start scheduling a few to-do's.

Here is some brainstorming space if you need it:





Step 4: Accountability

Accountability notes:

Exercise 4: Brainstorm an Accountability Solution

Who would make a good accountability partner for you?

This can be one person or several.

What date will you commit to reach out to this person (or people)?

What would be a good schedule for you to get the support you need?
Be specific so it's easy to present your idea when you reach out to others.
Ideas: Daily in the afternoon; Weekly on Fridays; Monthly on the first Monday; The first week of each quarter





Step 5: Do the Tasks!

Potential barriers and ways to push past them

What to-do's/tasks are you avoiding or procrastinating on? Why??

What will you do to take action and move these tasks forward?



3 - 5 Takeaways:

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1 - 2 Action Steps:

-
-



**“Never make the mistake
of confusing activity with
progress.”**

**Sunny and Kim Baker
*The Complete Idiot's Guide
to Project Management***



Corporate Membership

Compensation

Compliance

Background Screening

Recruiting & Talent Acquisition

HR Consulting

Training

Leadership Development



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