

# DEALING WITH PROCRASTINATION

## I CAME, I SAW, I CONQUERED PROCRASTINATION

Meet Lily, the master procrastinator. She's got a to-do list as long as the Great Wall of China: exercise, clean her room, call her cousin, complete her assignments, apply for jobs, order groceries, start a new course, pay her credit card bill and several other tasks that she keeps pushing.

She has the determination to reach her goals, but somehow the voice in her head keeps telling her to put off these tasks until the very last minute. The more she delays, the more overwhelmed she feels. She is caught up in this never-ending cycle of procrastination and wants to unlock her full potential.



Do you, like Lily, also find yourself stuck in that unending loop of procrastination? Are you tired of delaying everything till the last possible moment and want to break free from this cycle?

Well, that is where this worksheet comes in. We're here to help you (and Lily!) tackle that pesky little voice in your head with a few steps to combat procrastination.

Get ready to have some fun with these examples and don't forget to personalize them with your tasks in the space provided below!



## 1. Make a Priority List - Create your Game plan!

Picture this: you have a bunch of tasks moving around in your head, but you're not sure where to start. That's where a priority list comes in handy.

For example, let's say you have the following tasks:

- *Applying for a job*
- *Cleaning your room*
- *Calling your cousin*
- *Researching for a school project*
- *Organising your emails*

Now, let's number them and put them in order of importance:

1. *Applying for a job*
2. *Researching for a school project*
3. *Calling your cousin*
4. *Organising your emails*
5. *Cleaning your room*

*This game plan will help you prioritise your tasks and set you up to take the first step. Let's get started by creating your very own priority list. Take a moment to think about the tasks you need to complete this week.*

*Use the space below to note down your tasks and prioritize them from 1 to 5 (with 1 being the most important).*

1. \_\_\_\_\_ (Most important task)
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_ (Least important task)

Now, let's move on to the next step and break down these tasks into tiny actionable steps.



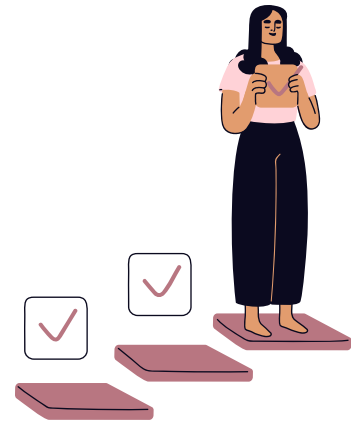
## 2. Break down the task - Small steps matter!

Sometimes these tasks can feel overwhelming. We can conquer even the biggest tasks by breaking them down into smaller steps. Let's take the first task from our priority list and dissect it into smaller steps.

Task: Applying for a job

Steps within the task:

1. Create a resume
2. Look for job openings
3. Prepare a job application
4. Double-check the resume and application
5. Send out job applications



Remember, the key is to keep the tasks small and achievable. Now, take a moment to think about your highest priority task and break it down into tiny actionable steps.

Task: \_\_\_\_\_

Steps within the task:

1. \_\_\_\_\_ (Break it down into the first step)
2. \_\_\_\_\_ (Identify the next step)
3. \_\_\_\_\_ (Continue breaking it down to the smallest actionable step)
4. \_\_\_\_\_
5. \_\_\_\_\_

Now that you have broken down the steps and created a road map, you can reward yourself for completing these tasks.



### 3. Set rewards for yourself - Celebrate your wins!

Completing a challenging task calls for celebration. This can be anything that brings you joy, such as ordering your favourite meal, watching a movie or your favourite show, or spending quality time with your loved ones. Rewards can be powerful reminders that every task is worth celebrating.



Let's add some personalized rewards to your task list:

Task: \_\_\_\_\_ (Choose one task from your priority list)

Reward: \_\_\_\_\_ (Think of a reward that brings you happiness and relaxation)

Remember, rewards are a way to recharge, acknowledge your hard work, and keep you motivated.

This is just the beginning of your journey toward combating procrastination. Explore these steps using your unique style to work more effectively on your tasks. Remember, managing procrastination is a journey, the changes won't happen overnight. Use the insights you gained from this worksheet to make small, actionable changes that will help you create a road map to tackle procrastination. Acknowledge your efforts and don't let setbacks discourage you. .

If you, or someone you know is looking to seek professional help, reach out to us at **The Mood Space** <https://www.themoodspace.com/getstarted> and our Care Team will get back to you within 24 hours.

Not looking for professional help just yet? We understand, keep browsing through our Care Space tools and explore our self-help handouts and worksheets to navigate mental health-related challenges in a better manner.