

PROCRASTINATION MANAGEMENT WORKSHEET

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CHECK ISSUES IN EACH AREA WHERE YOU STRUGGLE WITH PROCRASTINATION: Use blank space for specific areas not listed.

PERSONAL HEALTH / WELL-BEING		Sleeping Enough & Sleeping Well	Tracking Finances / Balanced Budget
Healthy Diet		Bathing / Hygiene	Recreation / Hobbies
Exercising		Health Care (Doctor, Dentist, etc.)	Meeting Deadlines
HOME LIFE		Paying Bills	Cleaning
Laundry		Finding New Housing	Shopping
Dishes		Maintenance / Repairs	Transportation Needs
WORK		Seeking New Opportunities	Making Important Calls
Going to Work		Speaking to Managers / Colleagues	Maintaining / Preparing Resume
Arriving on Time		Completing Projects	Meeting Deadlines
SCHOOL		Completing Research	Completing Writing Assignments
Going to Class		Group Work Participation	Maintaining Financial Aid Forms
Arriving on Time		Doing Homework	Meeting with Instructors / Advisors
PERSONAL RELATIONSHIPS		Responding to Texts	Ending Unwanted Relationships
Talking with Friends		Responding to Email	Communicating with Relatives
Making Time for Partner		Going Out / Socializing	Attending Scheduled Events
Making Time for Friends		Making Time for Family	Remembering Special Occasions

CHOOSE AN ISSUE SELECTED ABOVE AND ANSWER THE FOLLOWING:

ISSUE	
HOW DO I PERSONALLY BENEFIT FROM ACCOMPLISHING THIS TASK?	
HOW WILL COMPLETING THE TASK IMPACT MY FUTURE?	
CREATE A MISSION STATEMENT DETAILING ANY REQUIRED RESOURCES, PLAN OF ATTACK, AND DEADLINE.	

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