



It is important to identify how you procrastinate. Recognizing your delaying tactics is the first step in changing your procrastination behavior.

Examples of procrastination styles:

I do yard/housework.

I watch TV.

I call friends.

I eat (shop, sleep, give myself a manicure, etc.)

**LIST FIVE DIFFERENT THINGS THAT YOU DO TO PROCRASTINATE:**

1.

2.

3.

4.

5.

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**WHAT ARE YOUR PROCRASTINATION EXCUSES?**

Identifying the excuses you frequently use to procrastinate will help you focus on thoughts you have that lead to your procrastination behavior. Once you are aware of when you make excuses, you can short-circuit your procrastination.

Examples of excuses:

It's too late to start.

It's too nice a day to work inside.

If I don't do it, someone else will.

There's no way my idea will be good enough.

**LIST FIVE EXCUSES YOU USE FOR PROCRASTINATING:**

1.

2.

3.

4.

5.

# PROCRASTINATION INVENTORY

## Your areas of procrastination

### Personal Care

- \_\_\_ getting physical exercise
- \_\_\_ losing weight
- \_\_\_ stopping smoking or use of alcohol or drugs
- \_\_\_ making medical or dental appointments
- \_\_\_ personal hygiene (bathing, grooming)
- \_\_\_ shopping for new clothes
- \_\_\_ getting a haircut
- \_\_\_ reading for personal interest
- \_\_\_ pursuing hobbies or personal projects
- \_\_\_ taking courses for personal interest
- \_\_\_ taking vacations
- \_\_\_ making long-term life decisions

### Household

- \_\_\_ day-to-day chores (e.g., dishes)
- \_\_\_ minor home projects or repairs
- \_\_\_ gardening and yard maintenance
- \_\_\_ calling a repairman
- \_\_\_ returning defective or unwanted merchandise
- \_\_\_ large home or yard projects
- \_\_\_ car maintenance and repairs
- \_\_\_ paying household bills
- \_\_\_ grocery shopping
- \_\_\_ running errands for spouse or children

### Social Relationships

- \_\_\_ calling friends
- \_\_\_ asking someone for a date
- \_\_\_ personal correspondence
- \_\_\_ inviting people to your home
- \_\_\_ visiting relatives
- \_\_\_ calling or writing relatives
- \_\_\_ planning recreational activities with other people
- \_\_\_ expressing appreciation
- \_\_\_ giving gifts or sending cards
- \_\_\_ giving parties
- \_\_\_ being on time for social events
- \_\_\_ asking for help or support
- \_\_\_ confronting someone about a problem
- \_\_\_ telling someone you're angry or upset
- \_\_\_ ending an unsatisfying relationship

### Work

- \_\_\_ being on time for work
- \_\_\_ being on time for meetings
- \_\_\_ making business phone calls
- \_\_\_ making decisions
- \_\_\_ doing paperwork
- \_\_\_ writing reports
- \_\_\_ confronting someone about a problem
- \_\_\_ complimenting someone
- \_\_\_ implementing creative ideas
- \_\_\_ billing clients
- \_\_\_ asking for a raise or promotion
- \_\_\_ arranging a meeting with your boss
- \_\_\_ keeping up with work-related reading
- \_\_\_ looking for a job, planning a career direction

### Finances

- \_\_\_ filing income tax forms by April 15
- \_\_\_ paying quarterly taxes
- \_\_\_ organizing receipts and tax records
- \_\_\_ finding an accountant
- \_\_\_ budgeting your money
- \_\_\_ making financial investments
- \_\_\_ calling the bank about a problem
- \_\_\_ paying credit card bills
- \_\_\_ paying parking ticket fines
- \_\_\_ paying back institutional loans
- \_\_\_ paying back personal loans
- \_\_\_ collecting debts owed to you
- \_\_\_ paying insurance premiums
- \_\_\_ balancing your checkbook

### School

- \_\_\_ attending classes
- \_\_\_ doing homework assignments
- \_\_\_ keeping up with reading for classes
- \_\_\_ studying for tests
- \_\_\_ writing papers
- \_\_\_ talking with a teacher or advisor
- \_\_\_ applying to college
- \_\_\_ doing bureaucratic tasks (paying fees, etc.)
- \_\_\_ completing degree requirements
- \_\_\_ returning library books
- \_\_\_ completing a graduate program (finishing a thesis, taking oral or comprehensive exams, etc.)