



# 'I Will Do It Tomorrow'

## A Guide to Dealing With Procrastination



Have you been putting off work and engaging in some other activity instead?  
Have you been putting off the task despite being aware that there are negative consequences associated with it?  
Have you been feeling guilty/anxious/low about not doing the task?

If your answer is "Yes" to any of the above questions, you are experiencing procrastination.

### What is Procrastination?

Procrastination is the voluntary delay of an action or decision, even when one is aware of the negative consequences.

### It can sound like:

"I will start fresh tomorrow"  
"It's not due in another week, I have plenty of time to do it"  
"I don't have the energy to start now, I will do it later"  
"It won't be good anyway, why should I do it"



## Steps to Overcome Procrastination

### 1 Recognize the urge to Procrastinate

Notice the urge without judgment and decide to act differently this time.  
Remember ABC:

- a** Antecedent - What triggered the urge? Where are you? Who is around? What are you thinking/feeling?
- b** Behavior - Procrastination
- c** Consequences - How do you feel after procrastinating? What are the impacts on your life and those around you?

### 2 Identify Why You Procrastinate

Common reasons might be: Perfectionism, Task is boring, Time management issues  
Difficulty planning and sticking to schedules.

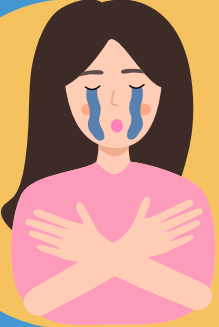
### 3 Commit to Change

Acknowledge that procrastination is unhelpful and decide to change this behavior.



## What Can You Do?

**Remember that procrastination is a behaviour that will take time and effort to change. These are few ways to tackle your procrastination.**



### Accept Negative Emotions

Recognize and accept the discomfort (anxiety, boredom, fear, irritation) associated with tasks. Stay with the emotion instead of avoiding it.



### Plan Effectively

- 1) List Tasks: Write down your tasks
- 2) Prioritize:
- 3) Break Down Tasks
- 4) Estimate Time



### Manage Your Time

Set Specific Intervals: Work in focused intervals of 20-30 minutes.  
Use a Timer: Stay on task without distractions.  
Take Breaks: Reward yourself with breaks after each interval.



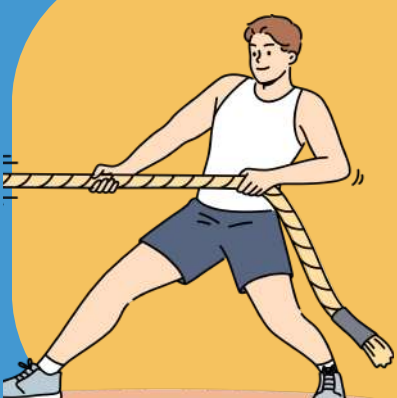
### Visualise Success

Imagine how great you'll feel after completing the task. Use this vision to motivate yourself to start.



### Create the Right Environment

Choose Optimal Time: Work when you're most effective.  
Minimize Distractions: Find a setting that helps you focus.  
Know Your Preferences: Decide if you work better alone or with others.



### Challenge Yourself

Think about the excuses that you are telling yourself to not start engaging in the task. Ask yourself:

- What are the advantages and disadvantages of doing it?
- What way is this thought helpful to me?
- What other way can I look at this thought?