

**How Do You Procrastinate?**

**Directions:** Next to each of the following statements, ✓ “Never”, “Sometimes”, “Usually” as it pertains to your study habits.

		<i>Never</i>	<i>Sometimes</i>	<i>Usually</i>
1	I tell myself or act as if I ignore the task, it will go away.			
2	I usually underestimate the time it will take to complete the task.			
3	I’m pretty smart. I should be able to get this completed in a couple of hours.			
4	All I need to do is pass. I can still go on to get a higher degree with passing grades.			
5	It’s more important to clean the house and do the laundry than to study right now.			
6	I can just watch one TV program, and then I’ll get to studying.			
7	I take my books with me on vacation, but never open them.			
8	I turn down social engagements or family outings to study, but don’t get around to it.			
9	I focus on parts of the task, until I get it perfect and then run out of time for the rest.			
10	I have “analysis paralysis”. I spend too much time deciding between alternatives and then run out of time to complete the task.			

- Write down the points above that pertain to you.
- Analyze honestly and admit the truth to yourself about the tasks, without feeling guilty about your choices.
- Weigh the consequences of your decisions. This will help you to determine if you have been avoiding the work.
- Acquire an understanding of what is necessary to accomplish a task within a given time frame.
- Differentiate between activities that dramatize your commitment and those that actually support you in completing the task.
- Develop an overview of the project and visualize or plot each step to reach completion.
- Using your responses, identify three strategies that you plan to use to begin to overcome the habit of procrastination.

Source: Adapted from University of Illinois Counseling Center. *Overcoming Procrastination*. <http://www.couns.uiuc.edu/Brochures/procras.htm>