

ACTION  MOTIVATION  MORE ACTION

THE PROCRASTINATION TEST				
This test describes attitudes that some people have when they procrastinate. Circle the number in the box that best describes your feelings. Remember it is 'action' that creates motivation. Do get motivated start your task! Here are some ways below to help you.	0-NOT AT ALL	1-SOMEWHAT	2-MODERATELY	3-A LOT
1. I often put things off because I don't feel like doing them or because I'm not in the mood.	0	1	2	3
2. I sometimes give up tasks because they turn out to be more frustrating and difficult than I anticipated.	0	1	2	3
3. I sometimes procrastinate because I am afraid of failure.	0	1	2	3
4. I don't like to start something if I feel I won't be able to do it perfectly.	0	1	2	3
5. I often feel that I haven't accomplished anything worthwhile because I'm so critical of my work.	0	1	2	3
6. When I procrastinate, I feel guilty and I tell myself I really should get started.	0	1	2	3
7. I sometimes put things off when I feel annoyed or upset with people.	0	1	2	3
8. I often agree to do things I don't really want to do because it's so hard for me to say no.	0	1	2	3
9. I sometimes put things off because I feel that people are acting bossy and making unreasonable demands on me.	0	1	2	3
10. I often feel like I have lots of things to do that I'm not very committed to or enthusiastic about.	0	1	2	3

Scoring Key

- 0 No Procrastination
- 1-5 Minimal Procrastination
- 6-10 Borderline Procrastination
- 11-20 Mild Procrastination
- 21-30 Moderate Procrastination
- 31-40 Severe Procrastination

PROCRASTINATION ANTIDOTE

1. CBA – list the disadvantages and advantages of procrastinating. Total them so that together they equal 100%. For example, if the importance of the Advantages out-weigh the disadvantages, then the score might be -60% Advantages and 40% Disadvantages- In short, 60% + 40% = 100%.

Next, do the advantages and disadvantages of getting started right away.

# 1. Cost Benefit Analysis	
PROCRASTINATING	
Advantages	Disadvantages
_____ %	_____ %
+	= 100%
# 2. Cost Benefit Analysis	
GETTING STARTED RIGHT AWAY	
Advantage s	Disadvantages
_____ %	_____ %
+	= 100%

2. Make a plan a) Write down date and time to start b) Make a list of obstacles that might get in the way c) How would you combat these obstacles

Time & date to start:	
List of Obstacles	List of Solutions
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

3. Make a big job easier by breaking it into smaller ones

The Big Job	The Big Job Broken Down into Smaller Jobs
	1.
	2.
	3.
	4.
	5.

4. Next, use TIC TOC Technique

THE TIC-TOC TECHNIQUE

STEP ONE: WHAT ARE YOU PROCRASTINATING ABOUT? DESCRIBE IT.

STEP TWO: WHAT NEGATIVE FEELINGS DO YOU HAVE WHEN YOU THINK ABOUT DOING IT?

WRITE IT & RATE IT. 0-100% (Sad, blue, depressed, down, unhappy, **Anxious**, worried, panicky, nervous, frightened, **Guilty**, remorseful, bad, ashamed, **Inferior**, worthless, inadequate, defective, incompetent, **Lonely**, unloved, unwanted, rejected, alone, abandoned, **Embarrassed**, foolish, humiliated, self-conscious, **Frustrated**, stuck, thwarted, defeated, **Angry**, mad, resentful, annoyed, irritated, upset, furious, **Hopeless**, discouraged, pessimistic, despairing)

Emotion	Rating	Emotion	Rating	Emotion	Rating
1.		4.		7.	
2.		5.		8.	
3.		6.		9.	

STEP THREE: THE TRIPLE-COLUMN TECHNIQUE

TICs Task-Interfering cognitions.	DISTORTIONS See List on back of sheet. Circle the cognitive distortion.	TOCs Task-Oriented Cognitions																																																		
	<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> </table>	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	
1	2	3	4	5																																																
6	7	8	9	10																																																
1	2	3	4	5																																																
6	7	8	9	10																																																
1	2	3	4	5																																																
6	7	8	9	10																																																
1	2	3	4	5																																																
6	7	8	9	10																																																
1	2	3	4	5																																																
6	7	8	9	10																																																

<i>Most Common Mind Traps or Cognitive Distortions Both Positive +Negative</i>	
1. All-or-nothing thinking.	You look at things in absolute, black-and-white categories. There is no such thing as a perfectly prepared plan, a perfectly executed plan, I, no such person as a perfectly, good one. There is no such thing as a perfectly dirty floor or a completely bad person. Everything and everyone is measured in degrees or percentages.
2. Overgeneralization.	You take one single event and you generalize it to your entire life. Negative events become never ending or a positive event, a chain of endless successes.
3. Mental filter.	You dwell on the positives such as how great it is living at home cost-wise and forget how you have lost your independence. You think how great tasting donuts are and forget how fattening they can be or you dwell on the negatives, your shortcomings, your errors and ignore your positive qualities.
4. Discounting reality.	You ignore positive or negative facts, telling yourself that they don't count, so you can insist you are inferior or worthless, or so you can insist you are superior.
5. Jumping to conclusions.	You jump to conclusions not warranted by the facts.
	<ul style="list-style-type: none"> • Mind-reading. You assume that people are reacting negatively to you or even that people are reacting positively to you. No body can read another's mind!
	<ul style="list-style-type: none"> • Fortune-telling. You predict that things will turn out badly or even fantastic. No one can tell the future.
6. Magnification or minimization.	You blow things way out of proportion or shrink them. It is called the binocular trick because it's like looking through the two ends of a binocular, so things either look much bigger, or much smaller than they really are.
7. Emotional reasoning.	You reason from your feelings, thinking that your feelings mirror reality. In point of fact, your feelings are created from your thoughts, which are not necessarily true: "I feel like an idiot, so I must be one." Feelings do not have brains!
8. Should statements.	Self-Directed Shoulds cause feelings of guilt, shame, depression, and worthlessness. Other-Directed Shoulds cause feelings of anger and trigger interpersonal conflict. World-Directed Shoulds cause feelings of frustration and entitlement.
9. Labeling.	Instead of saying, "I made a mistake," you tell yourself, "I'm a mistake. I'm a jerk" or "I'm a loser." Instead of saying, "I did really well on that one," you tell yourself, "I'm the best. I'm a winner."
10. Self-blame and other-blame.	Instead of realizing that, "It takes two to tango" or that in a conflict you are still part of the problem, no matter how little or how great, you take all the responsibility or you don't take any. You might be 1% responsible or 99% responsible or it could be 50-50. It is not important to figure out the percentage you or the other person are responsible for. It is important to admit that you or another person are somewhat responsible to a certain degree, so don't self-blame and don't other-blame.
	<ul style="list-style-type: none"> • Self-blame. You blame yourself for something you weren't entirely responsible for.
	<ul style="list-style-type: none"> • Other-blame. You blame others and overlook ways you contributed to the problem.

END