



# Motivate Yourself

## Solutions for Procrastination

Procrastination happens for a variety of reasons.

Perhaps you don't understand the expectations, the instructions are unclear, you dislike the task (or course), struggle with time management, feel overwhelmed, or simply are not motivated to do the task.

### Focus on the cause of your procrastination.

This may be a common issue, or something unique to the task. Use this worksheet to help identify the reasons and potential solutions to your procrastination.

**Step 1:** Identify the task you have been avoiding the most. *Review your "to do" list (or make one) if you aren't sure what it is.*

**Step 2:** Identify reasons why you have not done that task. Keep going until you think you have reasonable covered the different challenges that have been impeding your progress.

**Step 3:** Identify potential solutions for each challenge you listed.

**Step 4:** Number the solutions in the order. *Do you need to complete one solution before others can be done?*

<b>Task:</b> Develop Workshops for the Term in advance			
Challenges	Solutions	Order	✓
- Don't have the information necessary to schedule (room availability)	- Negotiate sharing room bookings with team	2	
- Interruptions to distract me and I move to other tasks that require less concentration	- Close office door, use headphones, work from home 1 day a week	3	
- Uncertain what topics to cover	- Gather feedback from students (survey? etc)	1	
<b>Timeline/Due Date:</b> Noon, Friday, October 1 <sup>st</sup>			

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**Task:**

*Challenges*

*Solutions*

*Order*



**Timeline/Due Date:**

Created November 2021  
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