




WEEK 4: Procrastination

my
TAKING
CARE
worksheet

Think about your
upcoming week.
PLANNING
is an antidote to
OVERWHELM.

aka: "Getting Started is an Art.
Break it Down to the Smallest Part."

|  Weekly Goal |  Possibilities + Problems |  Fun Stuff |
|---|--|---|
| | | |



Key Messages

Procrastination is a choice. It's up to you.

- ✓ There is no perfect state for working. Embrace imperfection.
- ✓ **Start small:** Break tasks down and down again.
- ✓ Work for brief time segments.
- ✓ Tired? Do easy work. Focused? Do the challenging.
- ✓ Be **accountable** to others. Tell someone your plan or goal.
- ✓ Engage in friendly competition.
- ✓ Be inspired! Use motivational phrases or images.
- ✓ Celebrate the smallest successes.



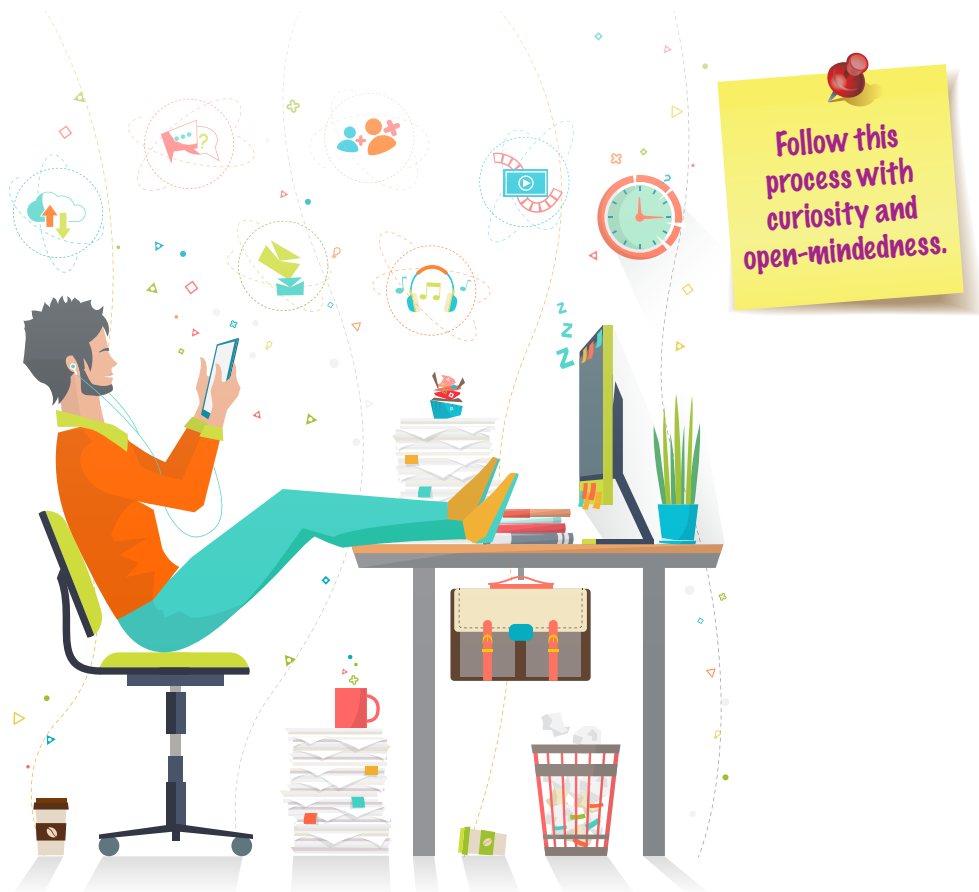
Take Action on PROCRASTINATION

PROCRASTINATION is the act of postponing a task intentionally, despite a negative impact.

- ✓ Procrastination is a *central* symptom of adult ADHD.
- ✓ People with ADHD often rely on deadlines, using **TIME PRESSURE** for motivation to complete tasks.
- ✓ Adding other approaches to your ADHD Toolkit expands your procrastination management resources.

RE-WRITE YOUR PROCRASTINATION STORY

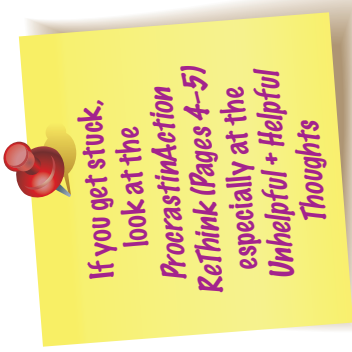
The tool on the next page prompts you through the process of re-writing your procrastination story and changing your habits.



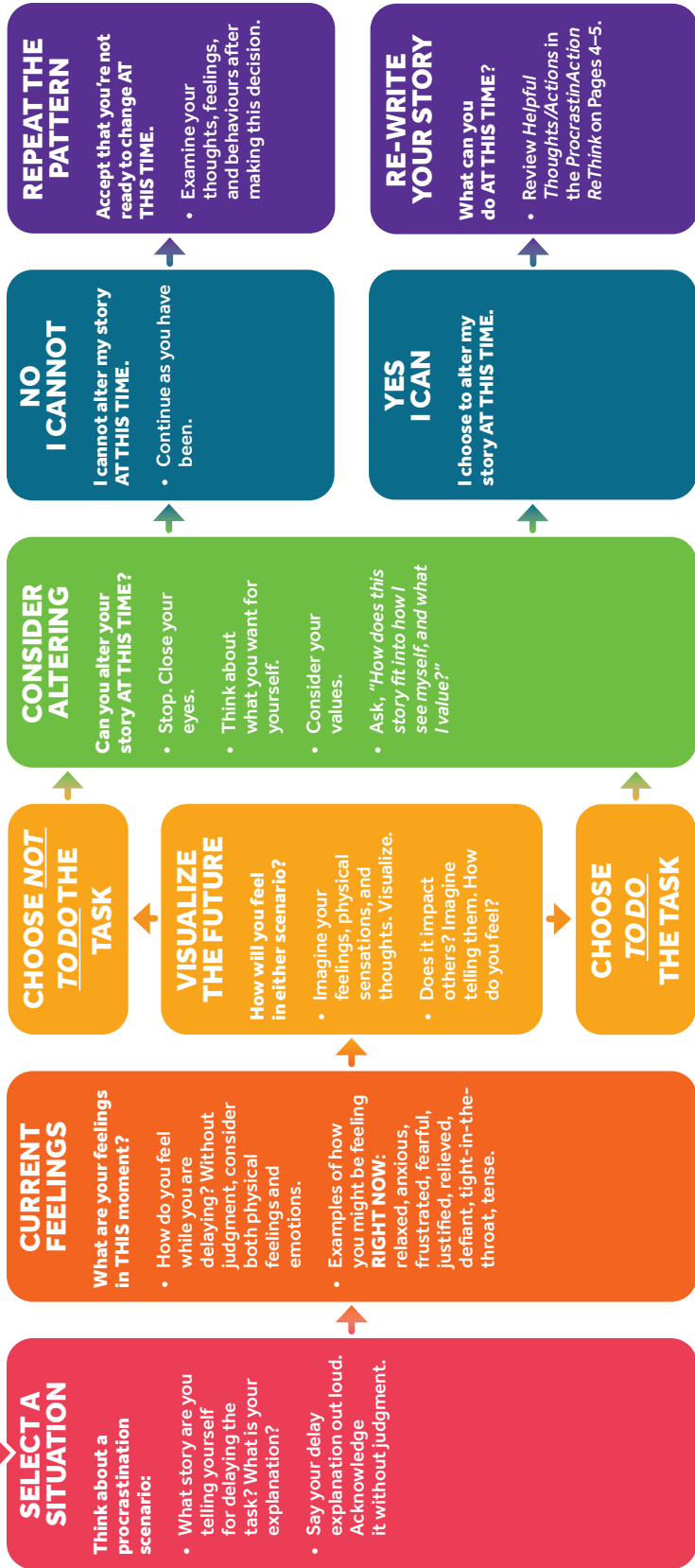


ProcrastinAction Path

Follow these steps to dig deeper into your reasons for procrastinating.



START HERE





ProcrastinAction ReThink

This table outlines typical procrastination scenarios broken down to illustrate unhelpful thoughts, common underlying issues, and alternative perspectives.



| SITUATION | UNHELPFUL THOUGHT | UNDERLYING ISSUE | HELPFUL THOUGHT / ACTION |
|---|--|--|--|
| I am really tired. | I can't do the task until I am more rested. | Fatigue. Energy depletion. | I can do an easy part. I can power nap for 15 minutes and then start. I may feel less tired once I start working. |
| My friends are going out. | I don't want to miss out on the fun. I always miss out. | Reward seeking. Thrill seeking. Loneliness. History of feeling left out or of being the outsider. | If I get some of it done, I can join my friends later. Being with my friends may not be that much fun. I can see them another time. My friends will be there for me next time. |
| I don't have what I need to complete this task. | I need to wait until I have all of the materials before I can start. | Perfectionism. Disorganization. Fear of success. | I can start with what I have now. I can collect the things I need so I can start right away next time. |
| I don't have a big chunk of time to do it now. | I will wait until I have a full day with no distractions. | Relying on hyperfocus. Can't shift attention. Wishful thinking. | I have a few minutes now. I will do a small amount. A day without distractions? Unlikely. |

TABLE CONTINUES



ProcrastinAction ReThink cont.



Continue with this table, which outlines typical procrastination scenarios broken down to illustrate unhelpful thoughts, common underlying issues, and alternative perspectives.

| SITUATION | UNHELPFUL THOUGHT | UNDERLYING ISSUE | HELPFUL THOUGHT / ACTION |
|---------------------------------|--|--|---|
| I have plenty of time to do it. | I can put it off until tomorrow. I only work well under pressure. | Optimism-based time management. Needs deadlines or a sense of urgency to focus. | What if a Quadrant 1 emergency arises? Things often take longer than expected, so it's best to get started now. I can start the parts that I do well without time pressure. |
| I don't know how to do it. | I must know everything before I start. | Perfectionism. Anxiety. Shame. | I will learn as I go. I have to start somewhere. Five per cent is better than zero per cent. Accomplishments are built on lessons learned from mistakes. |
| I don't want to do it. | This project has no purpose. This task is a waste of time. I don't like being told what to do. | Stubbornness. Don't like rules. Need for control. | I choose to do this project for myself. Doing things that I don't want to do is just a part of life. |
| I have many other things to do. | I will do some other stuff first to build some momentum. | Prioritization. Overwhelmed. | I need to prioritize. What is most important today? |

**WEEK 4: Procrastination
DEEPER DIVE**



DEEPER DIVE!

ProcrastinAction Path

Refer to Page 3 of this session for instructions to fill in each step along the path.

**START
HERE**

**SELECT A
SITUATION**

Think about a procrastination scenario:

**CURRENT
FEELINGS**

What are your feelings in THIS moment?

**YOU CHOSE
NOT TO DO
THE TASK**

**VISUALIZE
THE FUTURE**

How will you feel in either scenario?

**YOU CHOSE
TO DO
THE TASK**

**CONSIDER
ALTERING**

Can you alter your story AT THIS TIME?

**NO
I CANNOT**

I cannot alter my story AT THIS TIME.

**YES
I CAN**

I choose to alter my story AT THIS TIME.

**REPEAT THE
PATTERN**

Accept that you're not ready to change AT THIS TIME.

**RE-WRITE
YOUR STORY**



HOMEWORK

