[](https://goo.gl/P2NhWy)**PROCRASTINATION MANAGEMENT WORKSHEET**

**CHECK ISSUES IN EACH AREA WHERE YOU STRUGGLE WITH PROCRASTINATION:** Use blank space for specific areas not listed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL HEALTH / WELL-BEING** | |  | Sleeping Enough & Sleeping Well |  | Tracking Finances / Balanced Budget |
|  | Healthy Diet |  | Bathing / Hygiene |  | Recreation / Hobbies |
|  | Exercising |  | Health Care (Doctor, Dentist, etc.) |  | Meeting Deadlines |
|  |  |  |  |  |  |
| **HOME LIFE** | |  | Paying Bills |  | Cleaning |
|  | Laundry |  | Finding New Housing |  | Shopping |
|  | Dishes |  | Maintenance / Repairs |  | Transportation Needs |
|  |  |  |  |  |  |
| **WORK** | |  | Seeking New Opportunities |  | Making Important Calls |
|  | Going to Work |  | Speaking to Managers / Colleagues |  | Maintaining / Preparing Resume |
|  | Arriving on Time |  | Completing Projects |  | Meeting Deadlines |
|  |  |  |  |  |  |
| **SCHOOL** | |  | Completing Research |  | Completing Writing Assignments |
|  | Going to Class |  | Group Work Participation |  | Maintaining Financial Aid Forms |
|  | Arriving on Time |  | Doing Homework |  | Meeting with Instructors / Advisors |
|  |  |  |  |  |  |
| **PERSONAL RELATIONSHIPS** | |  | Responding to Texts |  | Ending Unwanted Relationships |
|  | Talking with Friends |  | Responding to Email |  | Communicating with Relatives |
|  | Making Time for Partner |  | Going Out / Socializing |  | Attending Scheduled Events |
|  | Making Time for Friends |  | Making Time for Family |  | Remembering Special Occasions |
|  |  |  |  |  |  |

**CHOOSE AN ISSUE SELECTED ABOVE AND ANSWER THE FOLLOWING:**

|  |  |
| --- | --- |
| **ISSUE** |  |
| **HOW DO I PERSONALLY BENEFIT FROM ACCOMPLISHING THIS TASK?** | |
|  | |
| **HOW WILL COMPLETING THE TASK IMPACT MY FUTURE?** | |
|  | |
| **CREATE A MISSION STATEMENT DETAILING ANY REQUIRED RESOURCES, PLAN OF ATTACK, AND DEADLINE.** | |
|  | |

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