INTRODUCTION

These days we find the roles we must fill and the tasks we must accomplish to be ever increasing; unfortunately, we also find that the time we have to do all these things remains constant-

-AND THERE'S NEVER ENOUGH OF IT!
Procrastination and Time Robbers: Some Strategies to Help You Deal with Them

I. Procrastination - PUBLIC ENEMY #1: The Big Time Robber
   A. The "Top Forty" of Procrastination
      (Do you recognize "your song" here?)
   B. Ten Strategies for Dealing with Procrastination
   C. Visible Remedies to Keep You Moving

II. Other Time Robbers - and Some Antidotes
   A. Your Own List
   B. Some Effects of Poor Use of Time
   C. The "Sidetrack Syndrome"
      1. Your best time
      2. Plans and priorities
   D. The "Stacked Desk Syndrome"
      1. The master list
      2. Handling paperwork
   E. Some Time-Savers to the Rescue!

III. Let's Talk It Over
THE "TOP FORTY" OF PROCRASTINATION

1. It's unpleasant.
2. It's not due yet.
3. I work better under pressure.
4. Maybe it will take care of itself.
5. It's too early in the day.
6. It's too late in the day.
7. I don't have my papers with me.
8. It's too difficult.
9. I don't feel like doing it right now.
10. I have a headache.
11. Delay won't make much difference.
12. It may be important, but it isn't urgent.
13. I don't have time to do it perfectly, so I won't start.
14. I really mean to do it, but I keep forgetting.
15. Somebody else might do it if I wait a little longer.
16. It might be embarrassing.
17. I don't know where to begin.
18. I need a drink--or a big snack--first.
19. I'm too tired.
20. I'm too busy.
21. It's a boring job.
22. It might not work.
23. I've got to tidy up first.
24. I need to sleep on it.
25. We can get along a little longer as is.
26. I really don't know how to do it.
27. There's a really good TV program on.
28. As soon as I start, somebody will interrupt me.
29. It needs further study.
30. My horoscope indicates that this is the wrong time.
31. Nobody is nagging me about it yet.
32. If I do it now, they'll just give me something else to do.
33. The weather's lousy.
34. It's too nice a day to spend doing that.
35. Before I start, I think I'll take a break.
36. I'll do it as soon as I finish some preliminary tasks.
37. My biorhythms are out of sync.
38. The sooner I fall behind, the more time I'll have to get caught up.
39. I'll wait until the first of the year and make a New Year's Resolution.
40. It's too late now, anyway.

Adapted from Bliss 175-7
Ten Strategies to Deal with Procrastination

1. Adjust Your Attitude.

2. Develop a Game Plan.

3. Overcome Your Fear of Failure

4. Overcome Your Fear of Success

5. Raise Your Energy Level

6. Get Tough with Yourself

7. Establish an Action Environment

8. Use the Reinforcement Principle

9. The Value of Deliberate Delay

10. Manage Your Time

Adapted from Bliss
Visible Reminders to Keep You Moving

MAKE TODAY COUNT

TEMPUS FUGIT

TEMPO IS MONEY!

DIND

DO IT ANYWAY

Why Wait?

In Just Two Days, Tomorrow Will Be Yesterday

Be a DOER, Not a DAWDLER

JUST DO IT!!

CARPE DIEM

If Not Today -- WHEN?

Do It Before Sundown

Make It Happen!

PROCRASTINATION: A Dream Deferred

Do It or Ditch It

Well Begun Is Half Done

Life Is Leaking Through Your Fingers

TOMORROW IS TOO LATE

Winners Don’t Wait

You Don’t Find Time -- You Make It!

Do the Worst First

TODAY: Use It or Lose It

Move Ahead or Move Aside!

PROCRASTINATION PREVENTS SUCCESS

Get a Round Tuit

Get the NOW Habit

Procrastination Is the Thief of Time

Adapted from Bliss 169-73
# FREQUENT TIME ROBBERS

<table>
<thead>
<tr>
<th>Planning</th>
<th>Big problem for me</th>
<th>Often a problem</th>
<th>Seldom a problem</th>
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<tbody>
<tr>
<td>1. Not setting goals</td>
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<td>2. No daily plan</td>
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<td>3. Priorities unclear or changing</td>
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<td>4. Leaving tasks unfinished</td>
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<td>5. Crisis management</td>
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<td>6. No self-imposed deadlines</td>
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<td>7. Attempting too much--unrealistic time estimates</td>
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<thead>
<tr>
<th>Organizing</th>
<th>Big problem for me</th>
<th>Often a problem</th>
<th>Seldom a problem</th>
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<tr>
<td>8. Personal disorganization/cluttered desk</td>
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<td>9. Duplication of effort</td>
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<td>10. Confused responsibility and authority</td>
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<td>11. Multiple bosses</td>
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<tr>
<th>Directing</th>
<th>Big problem for me</th>
<th>Often a problem</th>
<th>Seldom a problem</th>
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<tbody>
<tr>
<td>12. Doing it myself</td>
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<td>13. Involved in routine details</td>
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<td>14. Ineffective delegation</td>
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<td>15. Lack of motivation</td>
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<td>16. Not managing conflict</td>
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<td>17. Not coping with change</td>
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<tr>
<th>Controlling</th>
<th>Big problem for me</th>
<th>Often a problem</th>
<th>Seldom a problem</th>
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<tbody>
<tr>
<td>18. Telephone interruptions</td>
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<td>19. Drop-in visitors</td>
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<td>20. Lack of self-discipline</td>
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<td>21. Too many interests</td>
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<td>22. Inability to say &quot;No&quot;</td>
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<td>23. No standards, progress reports</td>
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<td>24. Incomplete information</td>
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<tr>
<td>Big problem for me</td>
<td>Often a problem</td>
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<td><strong>Communicating</strong></td>
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<td>25. Meetings</td>
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<td>26. Under or over-communicating</td>
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<td>27. Unclear communication</td>
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<td>28. Failure to listen</td>
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<td>29. Socializing</td>
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<td><strong>Decision-making</strong></td>
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<td>30. Snap decisions</td>
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<tr>
<td>31. Indecision/procrastination</td>
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<td>32. Socializing</td>
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<tr>
<td>33. Decision by committee</td>
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<tr>
<td>34. Perfectionism</td>
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Adapted from Makenzie 84
Time Robber Analysis

1. Describe your worst time robber.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. How bad is it?

How much time each day do you spend at it? __________

________________________________________________________________________

3. Set a target for yourself.

How much time each day would you like to spend on it? _____

________________________________________________________________________

4. Be creative! Think of two or three strategies that will help you achieve that target.

1. ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. ____________________________________________________________

________________________________________________________________________

Adapted from Ferner 209
POOR USE OF TIME USUALLY MEANS

1. **RELIANCE OF EXCUSES.** You can't retrieve the past. Excuses or explaining failures accomplishes nothing and wastes energy and time.

2. **INDECISIVENESS.** Wasting time shifting from one task to another and procrastinating on things that should be started right away.

3. **PERFECTIONISM.** If you get too wound up in doing things perfectly, you may never finish them.

4. **NEGATIVE EMOTIONS.** Hostility, frustration, and worry can sap your strength and keep you from accomplishing as much as you otherwise could.

5. **EXCESSIVE TENSION.** If you are constantly beset by tension, you will tire quickly, both physically and mentally, and fail to function effectively.

6. **INSECURITY.** If you are unsure of your own abilities, you will waste time building up your ego and trying to impress others.
Time-Savers to the Rescue!

1. Learn to set priorities on things like projects, tasks, meeting agenda items, routine items and interruptions.

2. Start with top priority items - don't get sidetracked by the little things that will nibble away at your day.

3. Fight procrastination - do it now if it is important.

4. Subdivide large, tough tasks into smaller, easily accomplished parts.

5. Establish a quiet hour when interruptions are screened out and your co-workers know that you are concentrating on major projects.

6. Learn to say "No" when you have something important to do, when the additional work/task/project is out of your area of responsibility, or when it can be just as well be done by someone else.

7. Learn to delegate on a regular basis.

8. Accumulate similar tasks and do them all at one time.

9. Minimize routine tasks - spend only the time they deserve. Also, shorten low-value interruptions and throw away junk mail when it arrives.

10. Avoid perfectionism. Remember, while excellence is a goal to strive for, perfection is probably not a time-efficient goal.

11. Avoid over-commitment. Be realistic about what you can do in the time available.

12. Don't over-schedule. Allow some flexible time for crises and interruptions.

Adapted from Ferner 189-98