 **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 Grades |
|  | Drink More Water |  | Bathing / Hygiene |  | Recreation / Hobbies / Sports |
|  | Stretch Before Gaming |  | Following My Esports Training Plan |  | Meeting Deadlines for Homework |
|  |  |  |  |  |  |
| **HOME LIFE** |  | No clothes on floor |  | Call Grandma 2x month |
|  | Keep Room Clean |  | Have a meal with mom |  | Being present for special occasions |
|  | Take out Trash on Tuesday |  | Practice driving with dad |  |  |
|  |  |  |  |  |  |
| **WORK** |  |  |  |  |
|  | Clean uniform |  |  |  |  |
|  | Be on time for shift |  |  |  |  |
|  |  |  |  |  |  |
| **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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