**PROCRASTINATION MANAGEMENT WORKSHEET**

Check issues in each area where you struggle with procrastination: use blank space for specific areas not listed.

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

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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