*University of Maine Counseling Center*

**Procrastination**



* **What causes it?**

**Personal/Psychological Reasons:**

* Fear of Failure
* Perfectionism
* Fear of Success
* Adrenaline Addiction
* Low Self-Esteem
* Peter Pan Syndrome
* Hoping someone else will do it

**Social/Situational Reasons:**

* Lack of skill
* Difficulty in decision making
* No deadline
* Overwhelmed
* Too little to do
* Resistance to authority
* Distractions
* **How to overcome it?**
1. **Time Management**
* Do unpleasant tasks first
* Set a starting time
* Assign a time slot for work on a task
* Develop a daily priority list
* Guard against diversions
* Always have your organizer with you
* Use an occasional time log
1. **Task Management**
* Do unpleasant tasks in small pieces
* Arrange the environment
* Find a leading task
* Take action
* Keep records of successful work or projects
* Commit with friends to do a project
* Turn difficult tasks into games
1. **Mind Management**
* Admit procrastination
* Be good to yourself by removing the anxiety of procrastination
* Don’t use fatigue as an escape
* Live for the present
* Give self rewards
* Refrain from self punishment
* Appreciate the intermediate steps/accomplishments
* Occasionally procrastinate with a clear conscience

*“My advice is to never do tomorrow what you can do today. Procrastination is the thief of time.”–* Charles Dickens

**The 5M Method: Murthy’s Method to Mindful Metacognitive Meaning**

1. Set a concrete specific goal
2. Be positive
3. Acknowledge and reflect on your feelings at the end of the day
4. Be grateful
5. Record what happens in the process

**Resources / Where to Learn More:**

* <https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator?language=en#t-163670> – A Ted Talk by Tim Urban discussing the mind of a procrastinator.
* <https://www.youtube.com/watch?v=GTQ2xDNlLf8&feature=emb_logo> – A Ted Talk by Archana Murthy discussing her method (the 5 M Method) to building success instead of procrastination.
* <https://www.psychologytoday.com/us/articles/200809/end-procrastination-now> - An article written by Rachel Mahan with tips on how to challenge your inner procrastinator.

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**Want to Talk More?**

**Call us to schedule an appointment!**

**UMaine Counseling Center**

**207-581-1392**

**Mon-Fri: 9 AM-12 PM and 1 PM-4 PM**