



PROCRASTINATION PREVENTION

Procrastination seems to be a chronic condition of people. Why is it so prevalent and what can be done to prevent or manage it? People who procrastinate often are accused of being lazy, but it is usually not so simple.

Common causes and possible cures:

- **Following someone else's goals instead of your own**
People rarely are inspired to work diligently for a cause that has little meaning for them. Examine your choices and motives, particularly if you feel that you "have to" do something. Some work on problem solving may help you develop a strategy to spend more of your time and effort on goals that you fully endorse.
- **Being overwhelmed by the size of a project**
Try to assess realistically how long it takes to complete assignments/chores. Break down large projects into smaller, more manageable sections and work on them one at a time. Post your deadlines on a calendar in a prominent location.
- **Poor time management**
Prioritize your work so that the most important things get done first. Try to resist the temptation to distract yourself with a trivial task instead of beginning the real work. Even a modest amount of work on one of your priority items can bring a sense of accomplishment.
- **Lack of "down" time**
Some people don't allow themselves any legitimate relaxation time; therefore, they "steal" it from their work time. Incentive to work increases when there is the prospect of a good reward at the end. Scheduling regular breaks and recreation helps keep a busy life balanced and the mind refreshed.
- **Perfectionist expectations of oneself**
Don't avoid getting started due to worry about how good your results must be. A reasonable amount of interest and effort almost always ends up in a satisfactory outcome. Taking the first active step to begin the project will increase your motivation and confidence in your ability to complete the job competently.

PROCRASTINATION QUOTIENT

DIRECTIONS: For each item indicate the column that most applies to you. Total each column and multiply the corresponding weight to get your score for each column. Add up all your scores to determine your total score. That number is your procrastination quotient.

		Strongly Agree	Mildly Agree	Mildly Disagree	Strongly Disagree
1	I usually find reasons for not acting immediately on a difficult assignment.				
2	I know what I have to do but frequently find that I have done something else.				
3	I carry my books/work with me to various places but do not open them.				
4	I work best at the "last minute" when the pressure is really on.				
5	There are too many interruptions that interfere with my accomplishing my top priorities.				
6	I avoid forthright answers when pressed for an unpleasant decision.				
7	I take half measures which will avoid or delay unpleasant or difficult action.				
8	I have been too tired, nervous or upset to do the difficult task that faces me.				
9	I like to get my room in a good order before starting a difficult task.				
10	I find myself waiting for inspirations before becoming involved on most important study/work tasks.				
	TOTAL RESPONSES				
	WEIGHT	X4	X3	X2	X1
	SCORE				
	TOTAL SCORE (all columns)				

Procrastination Quotient

0-20: Occasional Procrastinator

21-30: Chronic Procrastinator

30+: Severe Procrastinator

This rating system is by H.E. Florey of the University of Alabama Counseling Center. It appears on the University of Texas "Making the Grade" web site at <http://www.utexas.edu/student/utc/makingthegrade/pquotient.html>