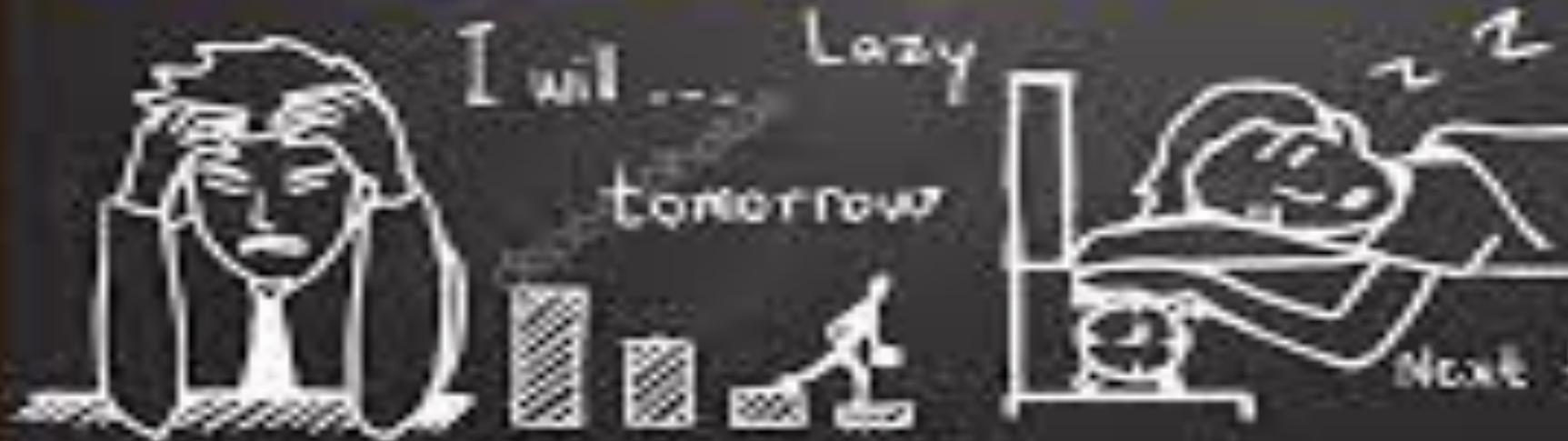




PROCRASTINATION



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OBJECTIVES

By the end of the presentation, all participants should be able to:

- ❖ Describe Procrastination
- ❖ Explain how procrastination affect their lives
- ❖ Understand the practical steps to overcome procrastination

MEANING OF PROCRASTINATION

Procrastination is the act of unnecessarily and voluntarily delaying or postponing something despite knowing that there will be negative consequences for doing so.

Procrastination is the act of delaying or putting off tasks until the last minute, or past their deadline. Some researchers define procrastination as a form of self-regulation failure characterized by the irrational delay of tasks despite potentially negative consequences.

No matter how well-organized and committed you are, chances are that you have found yourself frittering away hours on trivial pursuits (watching TV, updating your Facebook status, shopping online) when you should have been spending that time on work or school-related projects.

CAUSES OF PROCRASTINATION

- ❖ Remember that time that you thought you had a week left to finish a project that was really due the next day? How about the time you decided not to clean up your apartment because you didn't feel like doing it right now?
- ❖ We often assume that projects won't take as long to finish as they really will, which can lead to a false sense of security when we believe that we still have plenty of time to complete these tasks.
- ❖ One of the biggest factors contributing to procrastination is the notion that we have to feel inspired or motivated to work on a task at a particular moment.

Why Do You Procrastinate?

We often come up with a number of excuses or rationalizations to justify our behavior. According to researchers, there are 15 key reasons why people say they procrastinate:

- ❖ Not knowing what needs to be done
- ❖ Not knowing how to do something
- ❖ Not wanting to do something
- ❖ Not caring if it gets done or not
- ❖ Not caring when something gets done
- ❖ Not feeling in the mood to do it
- ❖ Being in the habit of waiting until the last minute
- ❖ Believing that you work better under pressure

Why Do You Procrastinate? (Cont'd)

- ❖ Forgetting
- ❖ Thinking that you can finish it at the last minute
- ❖ Lacking the initiative to get started
- ❖ Blaming sickness or poor health
- ❖ Waiting for the right moment
- ❖ Needing time to think about the task
- ❖ Delaying one task in favor of working on another

Types of Procrastination

Some researchers classify two types of procrastinators as: passive and active procrastinators.

Zohar AH, Shimone LP, Hen M. Active and passive procrastination in terms of temperament and character.

Passive procrastinators: Delay the task because they have trouble making decisions and acting on them

Active procrastinators: Delay the task purposefully because working under pressure allows them to "feel challenged and motivated"

Others define the types of procrastinators based on different behavioral styles of procrastination, including:

- **Perfectionist:** Puts off tasks out of the fear of not being able to complete a task perfectly
- **Dreamer:** Puts off tasks because they are not good at paying attention to detail
- **Defier:** Doesn't believe someone should dictate their time schedule
- **Worrier:** Puts off tasks out of fear of change or leaving the comfort of "the known"
- **Crisis-maker:** Puts off tasks because they like working under pressure
- **Over-doer:** Takes on too much and struggles with finding time to start and complete task

The Negative Impacts of Procrastination

It is only in cases where procrastination becomes chronic and begins to have a serious impact on a person's daily life that it becomes a more serious issue. In such instances, it's not just a matter of having poor time management skills, it's a major part of their lifestyle.

Perhaps they pay their bills late, don't start work on big projects until the night before the deadline, delay gift shopping until the day before a birthday, and even file their income tax returns late.

Unfortunately, this procrastination can have a serious impact on a number of life areas, including a person's mental health and social, professional, and financial well-being:

- ❖ Higher levels of stress and illness
- ❖ Increased burden placed on social relationships
- ❖ Resentment from friends, family, co-workers, and fellow students
- ❖ Consequences of delinquent bills and income tax returns.

How to Overcome Procrastination

You might find yourself wondering, *How can I stop procrastinating?*

Fortunately, there are a number of different things you can do to fight procrastination and start getting things done on time. Consider these practical steps:

- ❖ **Make a to-do list:** To help keep you on track, consider placing a due date next to each item.
- ❖ **Take baby steps:** Break down the items on your list into small, manageable steps so that your tasks don't seem so overwhelming.
- ❖ **Recognize the warning signs:** Pay attention to any thoughts of procrastination and do your best to resist the urge. If you begin to think about procrastinating, force yourself to spend a few minutes working on your task.
- ❖ **Eliminate distraction:** Ask yourself what pulls your attention away the most-whether it's Instagram, Facebook updates, or the local news-and turn off those sources of distraction.
- ❖ **Pat yourself on the back:** When you finish an item on your to-do list on time, congratulate yourself and reward yourself by indulging in something you find fun.
- ❖ Seeking help for self-defeating problems such as fear, anxiety, difficulty in concentrating, poor time management, indecisiveness, and perfectionism.
- ❖ Fair evaluation of personal goals, strengths, weaknesses, and priorities.



THANK YOU

FOR LISTENING