Procrastinators: Which One Are You?

**Perfectionist**
- I often find it difficult to begin a task because the thought of getting every detail perfect is overwhelming.
- Once I’ve started a task, finishing it can be hard as I want every detail in place.

- Focus on what’s realistic rather than what’s ideal; work toward excellence rather than perfection.
- Seek support from others before you’re under too much pressure.
- Deliberately make one mistake per day.
- Make daily to-do lists with small, broken-down tasks that you can complete on a given day.
- Commit to rewarding yourself for setting and achieving realistic goals.
- Admit that you choose what you do with your time: work on self-acceptance.

**Worrier**
- Many tasks seem risky or unnecessary.
- I prefer to stay in my comfort zone and avoid change.

**Crisis-Maker**
- I feel that I work best under pressure.
- I enjoy the rush of working under a deadline on a task that might otherwise seem boring.

- Strive for moderation: avoid speaking and thinking in dramatic, emotional language.
- Remind yourself: you may not be interested in a task until you start.
- Identify motivators for a task and use them rather than using stress as a motivator.
- Keep a record of your “crises”: what triggered them, how you reacted.
- Create deadlines for yourself as a way to use your natural adrenaline rush to complete tasks earlier.
- Regularly engage in activities that will give you an adrenaline rush—play competitive sports, go out with friends, or take up a new hobby.

• Try to differentiate between dreams that are vague and goals that are specific.
• Make your dream into a goal: define what, when, where, who, why, and how you will complete it.
• Keep a to-do list and assign yourself a few tasks each day.
• Use an alarm or timer as a way to remind you when to get to work.
• Schedule time for creative daydreaming.
• Plan out projects and tasks in writing.
• To counteract mind-wandering, get active—explain things aloud, teach the material to someone, or tackle a small part of your project.

Tips for everyone:
• Get help from others (professors, friends, family) to stay accountable.
• Keep a daily journal to evaluate your use of time.
• Practice visualization. Envision the changes you want to make in your life -- how it feels to make the change, and what your life looks like after the changes are made.
• Create a timeline for completing a task or achieving a goal, with specific, short-term steps along the way.