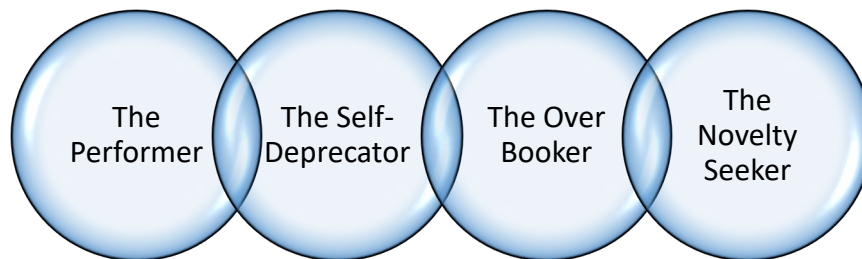


Types of Procrastinators:



The Performer

This type forces themselves to focus by waiting until the due date to complete tasks. Suggested Strategies:

- Create a start date
- Break the project into smaller tasks with due dates
- Set deadlines for each steps of the task



The Over Booker

This type fills their to-do list with so many tasks that they start to become overwhelmed. Suggested Strategies:

- Break tasks into smaller sub-tasks
- Start on your most challenging tasks first
- Say “no”



The Self-Deprecator

This type puts off doing the tasks because they are burnt-out. Suggested Strategies:

- Give yourself grace
- Take breaks after each tasks
- Positive self-talk



The Novelty Seeker

This type is so easily distracted that they can't complete one tasks off of their list. Suggested Strategies:

- Set SMART goals
- Create a task log
- Remove distractions



Comments from the Audience

- A schedule with timeframes for tasks, especially the larger ones, can prevent things from piling up.
- When I have down time, I go ahead in the calendar and work in advance so I'm not running against a deadline.
- I ask myself if I would want my kids to talk to themselves the way I am talking to myself.
- I started setting my phone timer at home for 15 minutes and will tackle each task for 15 minutes a day.