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 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 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 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.