

A Procrastination Mini-Quiz

It's About Time!

The 6 Styles of Procrastination and How to Overcome Them

By Linda Sapadin, Ph.D.

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WHICH STYLE(S) DESCRIBES YOU MOST ACCURATELY?

The *Perfectionist Procrastinator*...But I want it to be perfect!

- Do I have difficulty starting or completing tasks because my standards are too high?
- Am I reluctant to delegate tasks or work with others unless they do things my way?
- Do I get preoccupied with details, rules or schedules that others don't care about?

The *Dreamer Procrastinator*...But I hate dealing with all those bothersome details!

- Do I think a lot about what I'd like to accomplish but rarely get projects off the ground?
- Do I wait for opportunities to drop into my lap rather than take an active "go get 'em" approach?
- Do I long to be able to go from "A" to "Z" without having to deal with all the stuff in between?

The *Worrier Procrastinator*...But I'm afraid to make a change!

- Do I hesitate to leave my comfort zone, avoiding situations that cause stress or anxiety?
- Do I paralyze myself before starting work on a project, wondering about "what ifs"?
- Do I maximize the difficulty of tasks and minimize my ability to deal with them?

The *Crisis-Maker Procrastinator*...But I only get motivated at the last minute!

- Do I ignore important tasks, then, at the last minute work frantically to get them done?
- Do I believe I work best when I am under pressure?
- Do I enjoy – or pride myself on – a lifestyle of taking risks or living on the edge?

The *Defier Procrastinator*...But why should I do it?

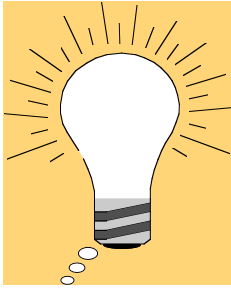
- Do I become irritable or argumentative when asked to do something I don't want to do?
- Do I feel that others make unreasonable demands on me?
- Do I avoid obligations by claiming that I've forgotten them or that they're not important?

The *Overdoer (Pleaser) Procrastinator*...But I have so much to do!

- Do I have difficulty saying "No" to people who ask for help but feel resentful later on?
- Do I frequently complain about not having enough time, being too busy or having too much to do?"
- Does my attention easily get diverted from what I'm doing to something else?

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Visit www.PsychWisdom.com to subscribe to a free weekly newsletter and to obtain more information on overcoming procrastination.



Tips for Changing Procrastination Patterns

Adapted from-

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Authored By Linda Sapadin, Ph.D.

The Perfectionist Procrastinator...But I want it to be perfect!

- Strive for **excellence**, not perfection; avoid **all or nothing** thinking.
- Change your “shoulds” to “**coulds**”.
- Set **time limits** for yourself to **complete** tasks – even if they’re not perfect.

The Dreamer Procrastinator...But I hate dealing with all those bothersome details!

- Differentiate between **dreams** (ideas) and **goals** (what you’re willing to work toward).
- Change “try to” to “**will**”; “soon” to a **specific date**.
- Use a **time line** for each project you have committed to do.

The Worrier Procrastinator...But I’m afraid to make a change!

- Avoid maximizing the difficulty of tasks & **undermining your ability** to do them.
- Change “I can’t _____” to “I can’t _____ **but one thing I can do is** _____.”
- Break down large intimidating projects into **smaller, easier-to-do tasks**.

The Crisis-Maker Procrastinator...But I only get motivated at the last minute!

- Know that you may not feel motivated to do a task until **after** you get involved in it.
- Use **more “thinking”** words, fewer “feeling” and highly dramatic words.
- Create **personal motivators** to change a boring task into a more interesting one.

The Defier Procrastinator...But why should I do it?

- Think of **multiple response options**, not just comply, defy, or passive-aggressive.
- **Mean** what you say and say what you mean.
- **Act with** your team rather than *reacting against* your team.

The Overdoer (Pleaser) Procrastinator...But I have so much to do!

- Plan to gain control over all you “have to” do, rather than complain about it.
- Learn many ways to say “no”, from polite and gracious to blunt and curt.
- Avoid burnout by creating time for “**want tos**” in addition to “have tos”.

Dr. Sapadin welcomes your comments and feedback.

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