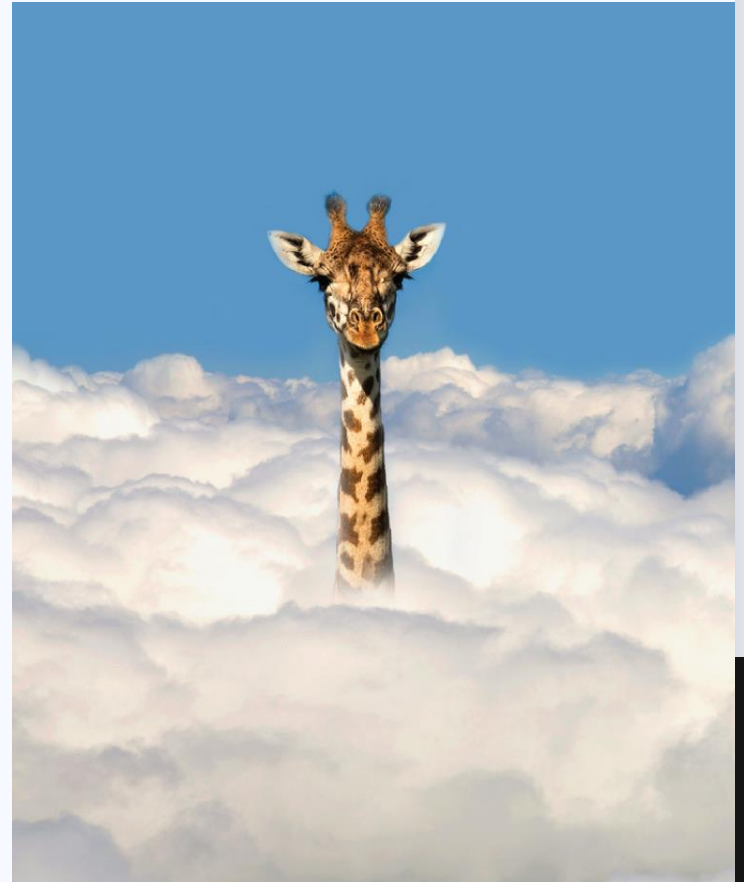


OVERCOMING PROCRASTINATION

Cassily Charles for Digital Health CRC
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Outline

1. Introductions
2. The nature of procrastination
3. Causes of procrastination
4. Strategies for making progress



Introductions

- Cassily Charles
- Now you... Please type into the 'chat' box
 - e.g. where are you?
 - what are you working on?
 - favourite way to procrastinate?

When do you usually procrastinate?

1. At the beginning : I put off starting something new
2. In the middle: I put off working on tasks I've started
3. At the end: I put off the final steps to finishing something



Procrastination is strategic

For example...

- Protecting us / avoiding things which we fear
- Waiting to understand the circumstances before acting
- Protest / rejection of things which don't align with our priorities and values

Causes of procrastination

1. Not enough information on what you need to do
2. Task is too big or too difficult
3. Perfectionism
4. Task is not rewarding
5. Task is not urgent

Other causes ...

Do you know what the typical causes are for you?

Strategies

Think of at least 3 strategies which you have used to overcome (or prevent) procrastination.

Have these ready to write into the chat box, when we come to the relevant cause of procrastination.

Strategies for making progress

1. **Not enough information on what you need to do**



Strategies for making progress

1. Not enough information on what you need to do

- Identify the cause, free of judgment or panic
- Find an exemplar
- Form a hypothesis and seek expert help
- Seek advice/support from several different sources
- Read about it: blogs, guides, research about research
- Other strategies ...

Strategies for making progress

2. Task is too big or too difficult



Strategies for making progress

2. Task is too big or too difficult

- Identify the cause, free of judgment: it *feels* too big
- Map the task, to find ways to break it into parts
- No part too small to start
- Ask for help
- Give yourself a step up / lower the bar
- Other strategies ...

Strategies for making progress

3. Perfectionism



Strategies for making progress

3. Perfectionism

- Critique the perfectionist agenda
- Positive and realistic self-talk
- Work alongside others
- Lower the stakes
- Ration your improvement time
- Other strategies ...

Strategies for making progress

4. Task is not rewarding



Strategies for making progress

4. Task is not rewarding

- Check your real priorities
- Make your goals visible
- Make your successes visible
- Pace the rewards and/or add extra rewards
- Manage stress
- Cooperate with yourself (YANHP)
- Other strategies ...

Strategies for making progress

5. Task is not urgent



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Strategies for making progress

5. Task is not urgent

- Check your real priorities
- Create deadlines with real consequences
- Plan ahead for each day
- Get a witness
- Refine the accuracy of your predictions about time
- Take breaks with finite activities
- Other strategies ...

The role of thoughts

First thought	Helpful conclusion
I am really tired	I can make a small start before resting
I don't have everything I need for all the parts	I'll work on the parts that I <i>can</i> do
I have plenty of time	I will do some of this now and be ahead
I have other things to do	Those things can be done after this

Adapted from Centre for Clinical Interventions 'Put off Procrastinating' www.cci.health.wa.gov.au

Any other strategies?

Any other causes of
procrastination for which
you don't have a new
strategy to try?



Thanks & happy trails 😊