

# PROCRASTINATION

Procrastination reflects a tendency to avoid or put off engaging in tasks perceived to be boring, distasteful, or so large or complex that it produces overwhelm. Some individuals avoid tasks that they fear they can't complete perfectly. Here are some tips for addressing procrastination:

## 1. **List Your Goals.**

Make a list of the tasks that you want and/or need to complete.

## 2. **Determine the Urgency Level of each task.**

Think about the consequences of NOT completing each task. Note those that **MUST** be done **URGENTLY**, as in Immediately, those that **NEED** to be done soon, and those you'd **LIKE** to complete, but no major consequence will occur with its noncompletion.

## 3. **Make a "To Do" List**

After you've prioritized your tasks, make a "To Do" list of tasks you need and/or want to complete that day or the following day. Completing a "to do" list for the next day is a recommended practice for each evening. Write it down in a notebook, skipping a line between tasks so you can see them more clearly and add tasks that you forget.



## 4. **Complete "Urgent" tasks FIRST.**

Then move to "Must Do" tasks before engaging in "Want to Do" tasks. By completing urgent tasks or the most dreaded task first, you alleviate the stress, guilt, and brain energy expended in anticipating the undesired or immediately urgent task that you're not working on.

## 5. **Break Up Large or Complex Tasks and Projects**

Write down the steps involved in the task, including preparation activities, such as gathering needed materials. Once you've included all the steps, divide these into smaller steps and then schedule each small step into your calendar with a "due by" date.



## 6. **Set up a "Reward" for Task Completion.**

Devise a "reward" for completing a task by the "due by" date, such as taking a 10-minute break with smaller milestones or even taking a desired trip or vacation upon completion of the final project. Be sure to reward yourself along the way by striking through listed tasks as they are completed.

For more tips to help the ADHD brain, contact us at (512) 496-5947 or [sheryle.gordon@gmail.com](mailto:sheryle.gordon@gmail.com).