



Tool #3 - Part B

Stop Procrastinating - Now!

Part B Includes:

Top 7 Key Points

2 Week Progress Report

Final Progress Report

(Part B is a Review and Follow Up from Part A)

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Employee Success Toolkit
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In part A you learned many ways to stop procrastinating. Part B will help you review and record your progress.

Top 7 Keys to Stop Procrastinating

Procrastination not only affects the quality of your work, it also causes you mental frustration. By identifying why you procrastinate, you will be able to work on corrective measures.

1. Remember that you do not do your best work when you put off your task to the last minute. You may think that you will become more motivated if you are in a time crunch, but you will not work as efficiently, or as accurately, if you are working under pressure. If you begin the project on time, you will be able to work at a moderate pace, and your work will be of a higher quality.
2. If you tend to spend too much time on minute details, you may be in danger of not meeting your project deadline. Delegate some tasks and focus on the larger picture.
3. When you put off working on a project because you are afraid of failure, the best advice is “Just Do It.” Once you begin, you will most likely realize it is not as difficult as you anticipated.
4. Do not take on too many projects at once, thinking that you will be noticed by your employers. You will receive much more recognition from a project successfully completed because you devoted your entire attention to it, than for working on too many tasks and not giving 100% attention to them.
5. If you practice mental diversions . . . “I’m too tired”. . . “I’m not alert enough”. . . “I’ll get to it later when I can think more clearly”. . . recognize that doing a task later rather than sooner will not be better. Just think about how good you will feel once the project is complete.
6. Be sure you have a plan and not just goals. Visualize your goal as a target and decide what steps you must take to hit that target.
7. By tackling challenging tasks with persistence you will build frustration tolerance. If you do this, you will work more productively because you won’t have anything burdening your mind.

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Tool #3 - Two Week Progress Report
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Name _____ Date _____

Look at the goals that you set in part A of this lesson.

What have you done so far to reach your 3 main procrastination goals ?

1. _____

2. _____

3. _____

What will you do in the next 2 weeks toward reaching your goals?

1. _____

2. _____

3. _____

Make a copy of this to give to your supervisor, and keep one for yourself.

Post your goals in your workplace where you can easily see them.

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Tool #3 - Final Progress Report
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Name _____ Date _____

What progress have you made towards achieving your 3 main procrastination goals in the last two weeks?

1. _____

2. _____

3. _____

How have your improved skills to stop procrastinating made a difference at work?

1. _____

2. _____

3. _____

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Additional Resources

All are available on The Confidence Center Web at

www.ConfidenceCenter.com

Free Resources

Email Newsletter:

Employee Morale and Confidence Tips

It has creative ideas you can use every week to keep up morale.

Sign up for Free at www.ConfidenceCenter.com

Assessments:

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

Articles and Past Newsletters

Calendar of Special Days:

Special days you can celebrate for every month of the year.

Fun Zone:

Jokes, cartoons, and more - when you just need a break.

Coaching:

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

Low Cost Resources

Products:

Books, eBooks, videos, and other products to make you more successful at work.

Seminars:

We offer in-house seminars, customized for your company or organization.

Tele-seminars:

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.