

PROCRASTINATION CHECKLIST

Directions: Check off the areas in which you tend to procrastinate.

Household

- | | |
|--|--|
| <input type="checkbox"/> day-to-day chores (e.g. dishes) | <input type="checkbox"/> large home or yard projects |
| <input type="checkbox"/> minor home projects or repairs | <input type="checkbox"/> car maintenance and repairs |
| <input type="checkbox"/> gardening and yard maintenance | <input type="checkbox"/> paying household bills |
| <input type="checkbox"/> calling a repairman | <input type="checkbox"/> grocery shopping |
| <input type="checkbox"/> returning defective or unwanted merchandise | <input type="checkbox"/> running errands for parents or spouse |
| | <input type="checkbox"/> other _____ |

Work

- | | |
|---|--|
| <input type="checkbox"/> being on time for work | <input type="checkbox"/> implementing creative ideas |
| <input type="checkbox"/> being on time for meetings | <input type="checkbox"/> billing clients |
| <input type="checkbox"/> making business phone calls | <input type="checkbox"/> asking for a raise or promotion |
| <input type="checkbox"/> making decisions | <input type="checkbox"/> doing paperwork |
| <input type="checkbox"/> arranging a meeting with your boss | <input type="checkbox"/> confronting someone about a problem |
| <input type="checkbox"/> writing reports | <input type="checkbox"/> complimenting someone |
| <input type="checkbox"/> keeping up with work- related reading | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> looking for a job, planning a career direction | |

School

- | | |
|---|---|
| <input type="checkbox"/> attending classes | <input type="checkbox"/> doing bureaucratic tasks (paying fees, etc.) |
| <input type="checkbox"/> doing homework assignments | <input type="checkbox"/> completing degree requirements |
| <input type="checkbox"/> keeping up with reading for classes | <input type="checkbox"/> writing papers |
| <input type="checkbox"/> completing a graduate program (finishing a thesis, taking oral or comprehensive exams, etc.) | <input type="checkbox"/> returning library books |
| <input type="checkbox"/> applying to college | <input type="checkbox"/> talking with a teacher or advisor |
| <input type="checkbox"/> studying for tests | <input type="checkbox"/> other _____ |

Social Relationships

- | | |
|---|---|
| <input type="checkbox"/> calling friends | <input type="checkbox"/> giving gifts or sending cards |
| <input type="checkbox"/> asking someone for a date | <input type="checkbox"/> inviting people to your home |
| <input type="checkbox"/> being on time for social events | <input type="checkbox"/> asking for help or support |
| <input type="checkbox"/> visiting relatives | <input type="checkbox"/> confronting someone about a problem |
| <input type="checkbox"/> calling or writing relatives | <input type="checkbox"/> expressing appreciation |
| <input type="checkbox"/> planning recreational activities with other people | <input type="checkbox"/> telling someone you are angry or upset |
| <input type="checkbox"/> personal correspondence | <input type="checkbox"/> giving parties |
| <input type="checkbox"/> ending an unsatisfying relationship | <input type="checkbox"/> other _____ |

Finances

- | | |
|--|---|
| <input type="checkbox"/> filing income tax forms by April 15 | <input type="checkbox"/> paying parking ticket fines |
| <input type="checkbox"/> paying quarterly taxes | <input type="checkbox"/> repaying institutional loans |
| <input type="checkbox"/> organizing receipts and tax records | <input type="checkbox"/> repaying personal loans |
| <input type="checkbox"/> finding an accountant | <input type="checkbox"/> collecting debts owed to you |
| <input type="checkbox"/> budgeting your money | <input type="checkbox"/> paying insurance premiums |
| <input type="checkbox"/> calling the bank about a problem | <input type="checkbox"/> balancing your checkbook |
| <input type="checkbox"/> paying credit card bills | <input type="checkbox"/> making financial investments |
| | <input type="checkbox"/> other _____ |

1. In which areas do you procrastinate most? Which ones affect your life the most? (e.g., friends get upset with you, grades are lowered, costs you money, etc.)
2. List some of the reasons you may procrastinate in these areas.
3. Make a list of things you could do to stop procrastinating in the areas in which you have the most problems.
4. Ask a SLAC tutor for the handout "Procrastination: The Number One Rip Off." Which causes of procrastination apply to you?