



Understanding Time Management

Part 3: The Psychology of Procrastination
Wednesday February 14, 2024



This webinar is being recorded.

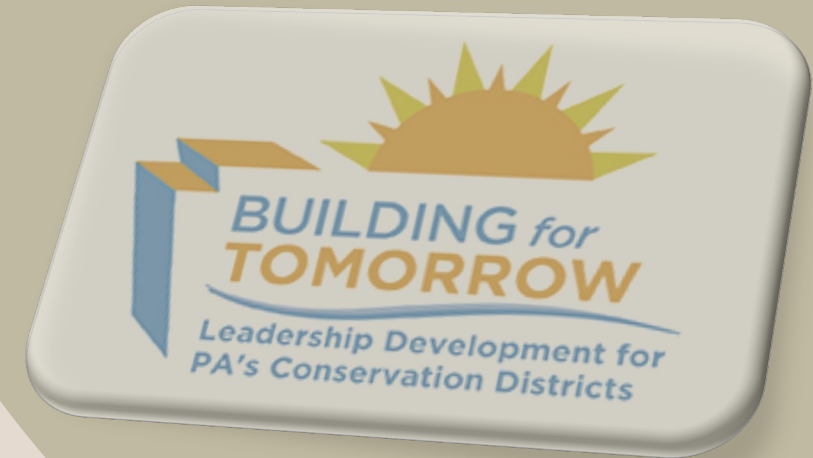


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Please type questions in the chat window.

Financial and other support for the Building for Tomorrow Leadership Development Program is provided through a grant from the Pennsylvania State Conservation Commission. Guidance for the Program is provided through the Pennsylvania Conservation Partnership's Leadership Development Committee.





agenda

WELCOME & OVERVIEW

WHAT IT IS & WHY WE DO IT

FEAR, SAFETY, AND SELF-TALK

OVERCOMING PROCRASTINATION

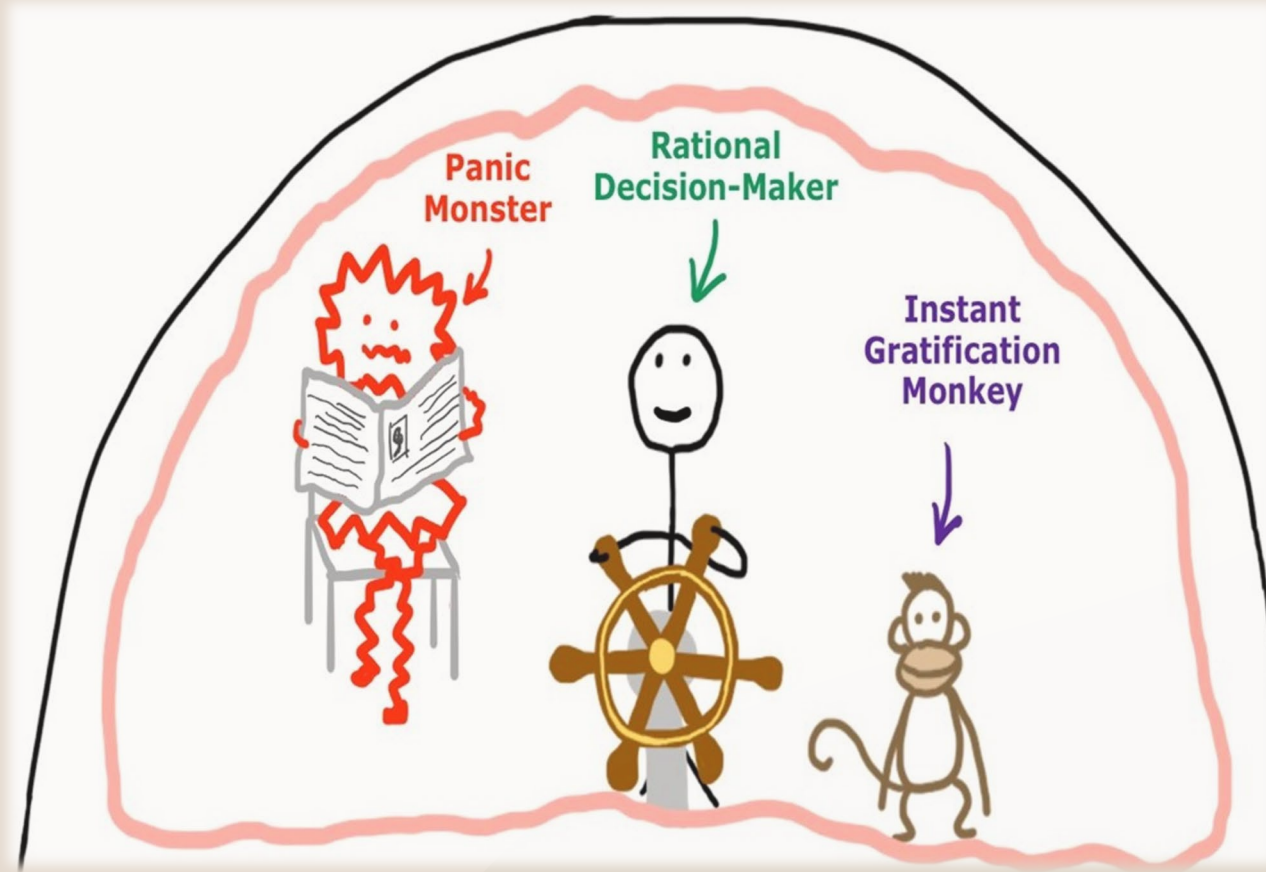
REMINDERS

review: everything is time-bound

- Resource values & personal values
- Principles & practices
- Priorities & planning
- Focus & habits



introduction: 2 types of procrastination

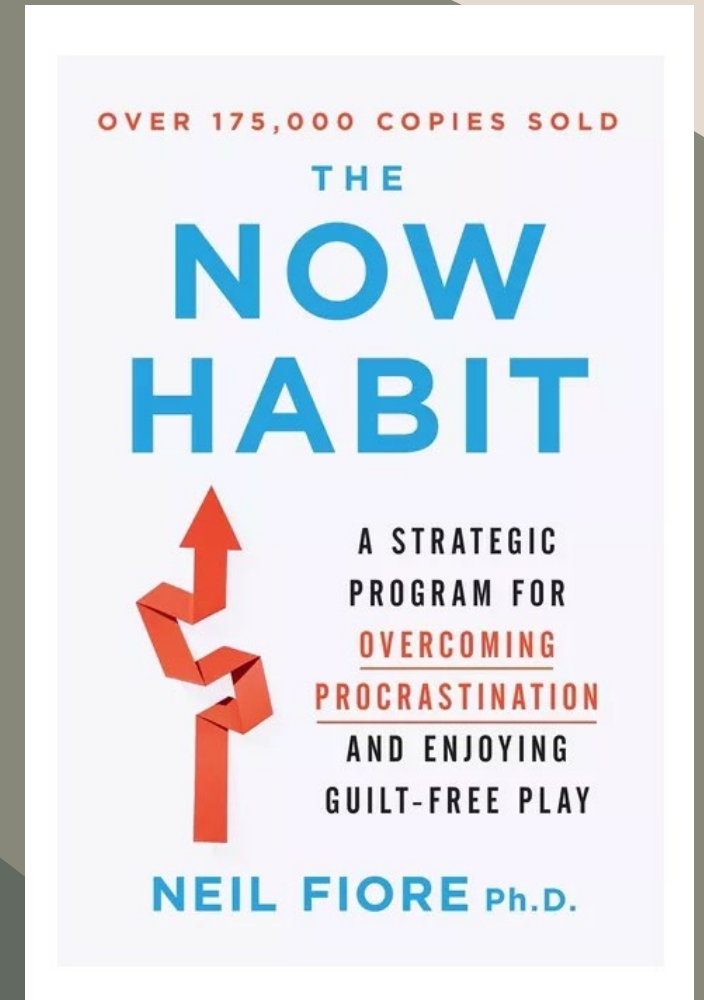


introduction: 2 types of procrastination



The Now Habit, by Neil Fiore Ph.D.

Poll: Six Warning Signs of Procrastination



Procrastination defined

Learned behavior, response to stress

Rewarding = habitual

Used in three ways:

- Indirect resistance of pressure from authority
- Defense against fear of failure
- Defense against fear of success

Resistance & fear

Rooted in early childhood conditioning
Revolves around issues of control & safety

- Resistance to authority
- Fear of failure
- Fear of success



How we procrastinate

To determine where our time goes:

- Track your time
- Track your emotions
- Recognize patterns



Fear & safety

Metaphor: walking the plank

Situation A: no problem



Fear & safety

Metaphor: walking the plank

Situation A: no problem

Situation B: danger



Fear & safety

Metaphor: walking the plank

Situation A: no problem

Situation B: danger

Situation C: real danger!



Fear & safety

Metaphor: walking the plank

Situation A: no problem

Situation B: danger

Situation C: real danger!

Situation D: safety net



Perspective & worry

Create a sense of safety by:

- Choosing self-compassion over self-criticism
- Finishing the “Work of Worrying”
 - Worst-case scenario?
 - What would I do?
 - Alternatives & plans

Self-talk & guilt-free play

Replace:

- “I have to” with “I choose to”
- “I must finish” with “When can I start?”
- “This is too big & important” with “I can take one small step”
- “I must be perfect” with “I can be perfectly human”
- “I don’t have time for rest or play” with “I must take time for rest & play”

Prioritize your well-being:

- Schedule rest and leisure
- Make sure your schedule reflects your priorities

Overcoming blocks to action

FEAR OF BEING OVERWHELMED

FEAR OF FAILURE

FEAR OF (NOT) FINISHING

Overcoming blocks to action

FEAR OF BEING OVERWHELMED

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FEAR OF (NOT) FINISHING

Tool: The Reverse Calendar

- 3-dimensional perspective
- Schedule to work backward from completion

Overcoming blocks to action

FEAR OF BEING OVERWHELMED

Tool: The Reverse Calendar

- 3-dimensional perspective
- Schedule to work backward from completion

FEAR OF FAILURE

Tool: The Work of Worrying

- Worst-case scenario
- What would I do?
- What would happen to me?
- What are my alternatives?
- How can I avoid?
- What will increase my chances of success?

FEAR OF (NOT) FINISHING

Overcoming blocks to action

FEAR OF BEING OVERWHELMED

Tool: The Reverse Calendar

- 3-dimensional perspective
- Schedule to work backward from completion

FEAR OF FAILURE

Tool: The Work of Worrying

- Worst-case scenario
- What would I do?
- What would happen to me?
- What are my alternatives?
- How can I avoid?
- What will increase my chances of success?

FEAR OF (NOT) FINISHING

Tool: Persistent Starting

- Steps = starts
- Always be ready to start
- Always be ready to take a step

The Unschedule

Using a weekly planner template, schedule:


- All fixed commitments, obligations, destinations
- Self-care activities: exercise, meditation, etc.
- Guilt-free play: socializing, hobbies, leisure



Rules:

- Log 30-minute blocks of focused work once they are finished
- Every day must include scheduled well-being time

setbacks

- Exercise self-compassion
 - Planned setback: procrastinate by choice
 - Identify & note internal distractions
 - Recognize the work of procrastination
 - Choice and first principles
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reminders

- Start with Why, then move to What & How
 - Plan your work, plan your time
 - Act after you plan
 - Let go of your fear
 - Support your focus
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Webinar series resources

VIDEO LINKS & RESOURCES POSTED AT:

[HTTPS://WWW.PALEADERSHIP.ORG/EVENTS-PROGRAMMING/WEBINARS/](https://www.paleadership.org/events-programming/webinars/)

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thank you

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