

Employee Assistance Programs

Mental Health Tip Sheets

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Techniques for Overcoming Procrastination

What is procrastination?

No matter how organised or committed you might be to a task or project, it's likely that you've experienced procrastination at some stage in your life. Some researchers define procrastination as a "form of self-regulation failure characterized by the irrational delay of tasks despite potentially negative consequences. [1] Procrastination is very common but can get in the way of achieving tasks and goals. Here are some techniques to help you manage procrastination:

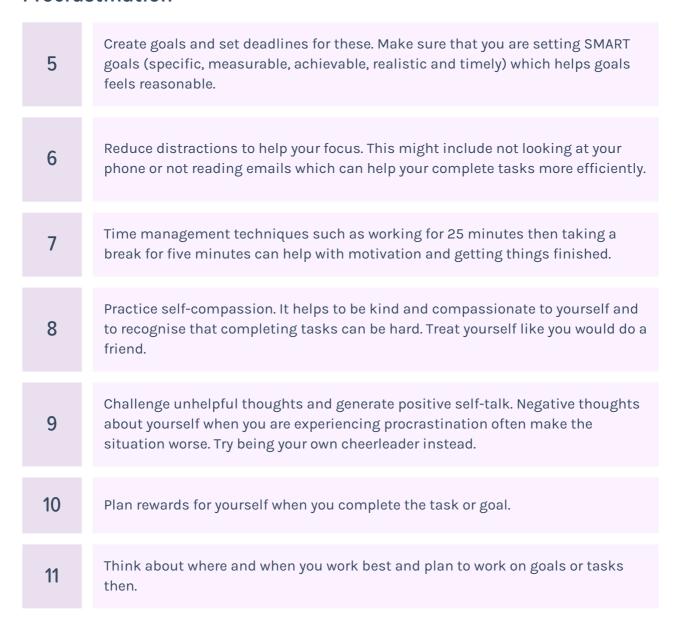
- Break tasks down into more manageable steps. Procrastination can happen when tasks feel too big or overwhelming.
- 2 Start with the most important or the easiest task first can help get motivation started.
- 3 Create a schedule and a to-do-list which can help keep you on track.
- Make sure that the list of tasks that you are doing is not too big! If you have a lot to do, break down the list so you might just aim to complete one to three tasks each day for example.





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Accessing support for your mental health

For personalised support with a psychologist or therapist, you can contact us on <u>07 3254 0333</u> to request an appointment through your Employee Assistance Program. For more information visit www.axisclinic.com.au

Sources:

1. Prem R, Scheel TE, Weigelt O, Hoffmann K, Korunka C. Procrastination in daily working life: A diary study on within-person processes that link work characteristics to workplace procrastination. Front Psychol. 2018;9:1087. doi:10.3389/fpsyg.2018.01087