

Overcoming Procrastination Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Overcoming Procrastination". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Overcoming Procrastination

You could take this course now, or you could do it later. The procrastinator's motto may be, "Always put off to tomorrow what you can do today." In fact, the word comes from the Latin words *pro*, meaning "forward," and *crastinus*, meaning "of tomorrow." Aristotle and Socrates called procrastination *akrasia*, meaning "the state of mind in which someone acts against their better judgment."

Postponing tasks is certainly a major aspect of procrastination, but of course it's more complicated than that. Procrastination may also include **allowing yourself** to be distracted, perhaps with social media or other pleasurable activities. It may result from **poor organization, lack of preparation, or skewed priorities** that cause you to feel uncomfortable or ill-prepared for the task at hand. At its heart, procrastination involves the (ineffective) **postponement of some sort of stress**: you may feel inadequate or unmotivated to complete a task, and consequently push it off until later. Or sometimes you temporarily fool yourself by doing a minor, inconsequential task instead of something more important so that you can procrastinate while still appearing busy.

Learning Objectives – Overcoming Procrastination

By the end of this course, you will understand the following:

- Discover what neuropsychology tells us about procrastination
- Discuss the concept of "opportunity cost"
- Learn 7 procrastination triggers
- Learn 7 tips to defeat procrastination triggers
- Discuss the relationship between procrastination and habit

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The Neuropsychology of Procrastination

A Lesson from Economics

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Procrastination Triggers

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7 Tips for Beating Procrastination Triggers

#	Tip	Notes
1		
2		
3		
4		
5		
6		
7		

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Journaling Activity

Procrastination is a Habit

Video Notes

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Discussion Questions

Discussion questions are used by work groups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. Can you think of a recent situation where you or someone you know procrastinated? What (if anything) got the ball rolling? What was the impact of the procrastination?
2. What impact, if any, did the section on the neuropsychology of procrastination have on you? Is it helpful to learn that procrastination is basically an emotional response to the triggers identified in this course?
3. To what extent is accountability instrumental to overcoming procrastination? Does your organization have mechanisms in place to foster appropriate accountability? What changes would be helpful, if any?
4. What approaches have you used to overcome a procrastination trigger successfully in the past (boring, frustrating, ambiguous, difficult, unstructured, unrewarding, or unmeaningful)? What tactics have you thought of during this course that you would like to try? Are there any you feel our organization should pursue?
5. Do you “disconnect” as described in this course when working on your projects? Why or why not? If you did disconnect, was it beneficial?
6. What benefit do you think there is to discovering that procrastination is just a bad habit?