

### Procrastination Checklist: Focus Areas

This worksheet can help you identify which domains of your life are being impacted by procrastination. The following checklist has been adapted from *Procrastination: Why You Do It, What to Do About It* (Burka & Yuen, 1983). State University (2017). Mark areas where procrastination seems to affect you the most.

<b>ACADEMICS</b>	
<input type="checkbox"/> Going to class on time <input type="checkbox"/> Completing readings <input type="checkbox"/> Completing assignments <input type="checkbox"/> Preparing for exams <input type="checkbox"/> Writing papers <input type="checkbox"/> Starting/finishing long-term projects <input type="checkbox"/> Setting short-term goals <input type="checkbox"/> Setting long-term goals	<input type="checkbox"/> Finding/organizing a study group <input type="checkbox"/> Making tutoring/coaching appointments <input type="checkbox"/> Communicating with instructors <input type="checkbox"/> Making an advising appointment <input type="checkbox"/> Registering for next semester <input type="checkbox"/> Selecting a major and/or minor <input type="checkbox"/> Utilizing campus resources <input type="checkbox"/> Other: _____
<b>PERSONAL WELLNESS/MAINTENANCE</b>	
<input type="checkbox"/> Eating <input type="checkbox"/> Exercising <input type="checkbox"/> Sleeping <input type="checkbox"/> Maintaining personal hygiene <input type="checkbox"/> Fulfilling financial responsibilities <ul style="list-style-type: none"> <li><input type="checkbox"/> Paying bills</li> <li><input type="checkbox"/> Creating a budget</li> <li><input type="checkbox"/> Sticking to a budget</li> <li><input type="checkbox"/> Submitting financial aid forms (FAFSA, scholarship applications, etc.)</li> </ul>	<input type="checkbox"/> Doing chores <ul style="list-style-type: none"> <li><input type="checkbox"/> Laundry</li> <li><input type="checkbox"/> Cleaning/dishes</li> <li><input type="checkbox"/> Grocery shopping</li> </ul> <input type="checkbox"/> Relaxing (hobbies, meditation, journaling, etc.) <input type="checkbox"/> Making health-related appointments <input type="checkbox"/> Figuring out living arrangements (apartment hunting, getting roommates, etc.) <input type="checkbox"/> Other: _____
<b>WORK/PROFESSIONAL</b>	
<input type="checkbox"/> Finding a job (while in school) <input type="checkbox"/> Finding internships <input type="checkbox"/> Making it to work on time <input type="checkbox"/> Visiting the Career Services Center <input type="checkbox"/> Preparing a resume	<input type="checkbox"/> Writing a cover letter <input type="checkbox"/> Submitting application materials <input type="checkbox"/> Preparing for interviews <input type="checkbox"/> Finding a job (career / post-graduation) <input type="checkbox"/> Other: _____
<b>FAMILY/SOCIAL</b>	<b>OTHER</b>
<input type="checkbox"/> Talking with friends <input type="checkbox"/> Keeping in touch with family members <input type="checkbox"/> Responding to emails <input type="checkbox"/> Going out/socializing <input type="checkbox"/> Dating	<input type="checkbox"/> Ending a relationship <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____

## Procrastination Management

Steps you can take to move from procrastination to progress.

