

Procrastination Questionnaire

Directions: Each of the following statements concerns different aspects of procrastination. Your answer is on a four-point scale where 1 = definitely false, 2 = mostly false, 3 = somewhat true, 4 = definitely true. Circle the number that best describes where you stand on each item.

		Definitely False	Mostly False	Somewhat True	Definitely True
1	I put off activities of daily living, such as washing, cleaning, auto maintenance, etc.	1	2	3	4
2	I let work pile up.	1	2	3	4
3	I have great ideas and plans that stay on the “drawing board”.	1	2	3	4
4	I show up late for appointments.	1	2	3	4
5	I procrastinate without thinking.	1	2	3	4
6	I waste too much time.	1	2	3	4
7	My delays hinder others.	1	2	3	4
8	I can’t seem to get places on time.	1	2	3	4
9	I often start assignments at the last possible minute.	1	2	3	4
10	I am more likely to finish when others depend on me.	1	2	3	4
11	I find ways to extend deadlines.	1	2	3	4
12	My “To-Do” list remains undone.	1	2	3	4
13	I make great progress, then I slip back.	1	2	3	4
14	Time seems to “slip away”.	1	2	3	4
15	Procrastination comes easily to me.	1	2	3	4
16	I am drifting through life.	1	2	3	4
17	I wait until the “eleventh hour” (last possible moment) to begin a task.	1	2	3	4
18	I cram before exams.	1	2	3	4
19	I inconvenience others when I delay.	1	2	3	4
20	When it comes to procrastination, I feel like I am on a yo-yo.	1	2	3	4
21	I can’t seem to get things done on time.	1	2	3	4
22	People will accommodate me when I turn in things late.	1	2	3	4

Behavioural Procrastination

This type of procrastination is very typical. It has become a part of how you operate in life. Perhaps you have not learned a different way to tackle life’s various tasks; or you perceive that it is easier to put things off rather than feel overwhelmed. Procrastination thrives on a cycle of blame shifting and avoidance. Ask yourself, to what extent is procrastination having a negative impact on your happiness? The more impact, the more motivated you will be to change the patterns that have become barriers to your success.

Tip: Think about when your procrastination tends to start and why. Use the 22 statements above to highlight your areas for growth and plan a strategy to get beyond those barriers. It helps to visualize the benefits of finishing, make it very clear to yourself why you are persevering and then push yourself to finish.

Total Score: _____

66-88: You definitely seem to need to work on your procrastination patterns. Use the statements above to guide you in finding the areas that you are most likely to procrastinate and make a plan to push through those times!

44-66: You need to decide if your behavioural procrastination patterns are affecting your happiness and success. If it is, isolate the times where you are most effected using the statements above and start to make a plan to push through those times!

22-44: Good work! Overall, you seem to be managing your procrastination or this is not a problematic area for you.

Change Readiness

		Definitely False	Mostly False	Somewhat True	Definitely True	
1	I know there are personal changes that I need to make.	1	2	3	4	
2	I have the ability to stop procrastinating.	1	2	3	4	
3	I'm optimistic about my prospects for beating procrastination.	1	2	3	4	
4	I think my future looks bright.	1	2	3	4	
5	I am ready to kick my procrastination habit.	1	2	3	4	
6	I have bad habits I should break.	1	2	3	4	
If your score falls in the 6-12 range, you may not be ready for change at this time. You may want to start thinking further about how your procrastination is preventing you from being more successful. You need to find a reason to change.						

Discomfort Dodging Procrastination

		Definitely False	Mostly False	Somewhat True	Definitely True	
1	I tell myself, "I'll begin tomorrow".	1	2	3	4	
2	I easily get sidetracked.	1	2	3	4	
3	When faced with something unpleasant, I tell myself "I'll get to it later".	1	2	3	4	
4	I devise credible sounding explanations to excuse my delays.	1	2	3	4	
5	I daydream a lot.	1	2	3	4	
6	I feel overwhelmed with too many things to do.	1	2	3	4	
7	If it's frustrating, I'll avoid it.	1	2	3	4	
8	When faced with an unpleasant task, I'll do something else first.	1	2	3	4	
9	I can't stand feeling rushed and overwhelmed.	1	2	3	4	
10	I put off making decisions.	1	2	3	4	
11	I feel overly stressed.	1	2	3	4	
12	I'm stressed by too much information.	1	2	3	4	

Discomfort Dodging Procrastination

This kind of procrastination typically happens in an attempt to avoid feeling unpleasant emotions. These patterns generally create a diversion for you so that you can stop feeling so overwhelmed. Being overwhelmed is a very difficult state to be in, so much so that the short term solution to procrastinate is often the chosen path for people. In reality, this feeling goes away so much faster, and for longer, if you just face it, develop a plan and push through.

TIP: Pretend you are a scientist and take a *self-observant* outlook on why you procrastinate and make note of the patterns that you see (when and why you are most likely to procrastinate to avoid feeling overwhelmed). Work on noticing the patterns and accepting that you will feel overwhelmed at times. The good news is that once you discover your patterns, you will have an idea of when it will happen and when to *dig deep* and get to work and push through. Sometimes you will need to do what you don't like because it is necessary, and you know that you will feel better after.

Total Score: _____

36-48: You definitely seem to need to work on your procrastination patterns. Use the statements above to guide you in finding the areas that you are most likely to procrastinate and make a plan to push through those times!

24-36: You need to decide if your behavioural procrastination patterns are affecting your happiness and success. If it is, isolate the times where you are most effected using the statements above and start to make a plan to push through those times!

12-36: Good work! Overall, you seem to be managing your procrastination or this is not a problematic area for you.

Self Doubt & Fear of Failure Procrastination

		Definitely False	Mostly False	Somewhat True	Definitely True
1	I look for guarantees before I act.	1	2	3	4
2	I'm not adequate enough to perform as I want.	1	2	3	4
3	When I'm unsure of an outcome, I'll put it off.	1	2	3	4
4	I second-guess myself.	1	2	3	4
5	I promise myself "I'll finish later", then I break my promise.	1	2	3	4
6	I'm afraid to make a mistake.	1	2	3	4
7	I have trouble making up my mind.	1	2	3	4
8	I worry about what can go wrong.	1	2	3	4
9	I worry about what others think.	1	2	3	4
10	People expect more from me than I can deliver.	1	2	3	4
11	I hesitate in making decisions.	1	2	3	4

Self Doubt & Fear of Failure Procrastination

Struggling in this area generally means that you either don't believe that you are capable, or you doubt your abilities, and/or you are experiencing a level of fear that is stopping you from moving forward and taking on the task.

TIP: To improve in this area, it is important to figure out what the cause of your procrastination is; essentially what you are avoiding and why. What happens if you try something and fail? Are you a bad person if you fail? Are you caught up in what can go wrong instead of what could go right if you just do it? Do you lack a level of confidence, and maybe experience, to know that you can successfully complete a task? You need to start just trying to develop a history of success, which comes out of some inevitable failures; but with those failures also come successes.

Total Score: _____

33-44: You definitely seem to need to work on your procrastination patterns. Use the statements above to guide you in finding the areas that you are most likely to procrastinate and make a plan to push through those times!

22-33: You need to decide if your behavioural procrastination patterns are affecting your happiness and success. If it is, isolate the times where you are most effected using the statements above and start to make a plan to push through those times!

11-22: Good work! Overall, you seem to be managing your procrastination or this is not a problematic area for you.

Nothing is so fatiguing as the eternal hanging on of an uncompleted task.

William James

Perfectionism Leading to Procrastination

		Definitely False	Mostly False	Somewhat True	Definitely True	
1	To be worthy, I must meet high standards.	1	2	3	4	
2	I expect more of myself than I deliver.	1	2	3	4	
3	Even when I procrastinate, I'm very demanding of myself	1	2	3	4	
4	I fall short of my standards.	1	2	3	4	

Perfectionism Leading to Procrastination

Sometimes procrastination can stem from the anticipation of social disapproval, particularly if you are a person who has high standards for others. Overall, fear of failure, specifically where it can be witnessed by others, can be what completely freezes you and prevents you from even getting started. When you tie your perceived success to your worth as a person, it can become almost impossible to get started because the standards and the cost to you if you fail are far too high and risky.

TIP: Think about the standards that you set for yourself. Are they too high? Have you let them creep higher as you become better and more skilled? Sometimes we let our standards creep too high just because we have built skills and no longer “feel” that the effort is enough. Examine your standards and try to make them more achievable and realistic; and not based on “feeling”.

Total Score: _____

12-16: You definitely seem to need to work on your procrastination patterns. Use the statements above to guide you in finding the areas that you are most likely to procrastinate and make a plan to push through those times!

8-12: You need to decide if your behavioural procrastination patterns are affecting your happiness and success. If it is, isolate the times where you are most effected using the statements above and start to make a plan to push through those times!

4-8: Good work! Overall, you seem to be managing your procrastination or this is not a problematic area for you.

Mood Guiding Behaviour

		Definitely False	Mostly False	Somewhat True	Definitely True	
1	My moods govern what I do.	1	2	3	4	
2	I wait to feel inspired before acting.	1	2	3	4	
3	It may be important, but if I don't feel like doing it, I'll put it off.	1	2	3	4	

Mood Guiding Behaviour

Often students put things off because they don't “feel” motivated to get started. The problem here is that most people don't feel like doing difficult things but do it because it “feels” better after it is done. Chances are if you are procrastinating it is for a feeling based reason (task is too hard, confidence, lack of skills, etc.). This is why it is so important to switch from feeling to thinking and just get started because it will make you feel better in the end.

TIP: Focus for five minutes. The hardest part of overcoming procrastination is often just getting started. For a tedious task that you have been putting off try setting a timer for five-minutes and get to work. When the alarm sounds, if you feel like stopping, stop, but don't be surprised if that first five minutes turns into 10, 15 and 20.

Total Score: _____

9-12: You definitely seem to need to work on your procrastination patterns. Use the statements above to guide you in finding the areas that you are most likely to procrastinate and make a plan to push through those times!

6-9: You need to decide if your behavioural procrastination patterns are affecting your happiness and success. If it is, isolate the times where you are most effected using the statements above and start to make a plan to push through those times!

3-6: Good work! Overall, you seem to be managing your procrastination or this is not a problematic area for you.

	Skills I Have – Skills I Want to Build	HAVE	BUILD	Notes
1	I efficiently and promptly fulfill responsibilities.			
2	I stick to my priorities and keep to my schedules so that I meet my deadlines.			
3	I am organized and directed in how I achieve major goals.			
4	I easily make decisions and stick to them.			
5	My goals are clear, measurable, and achievable.			
6	When I say “I’ll do something”, I get it done quickly.			
7	I make plans for getting things done efficiently.			
8	I quickly face my personal problems and come up with solutions.			
9	I keep things tidy and in their place.			