



## **PROCRASTINATION**

It's time to find out if this is your time management style! Take this quiz NOW, and give yourself a score of 1 through 4 for each question.

1= Not me

2= Well, maybe, sometimes

3=I tend to do this, a lot

4= That's me

1. \_\_\_\_\_ I delay projects and tasks, even when they are important.
2. \_\_\_\_\_ I postpone starting things I don't particularly like to do.
3. \_\_\_\_\_ When I have a deadline, I wait for the last minute.
4. \_\_\_\_\_ I manage to find an excuse for not doing something.
5. \_\_\_\_\_ I worry about making a mistake, being right, or being perfect.
6. \_\_\_\_\_ When I have a new task I've never done before, I postpone it.
7. \_\_\_\_\_ I promise others, or myself I will do something, and then drag my feet.
8. \_\_\_\_\_ Whenever my schedule includes tasks I don't like, I find other, more important things to do.
9. \_\_\_\_\_ I find it difficult to prevent or minimize interruptions.
10. \_\_\_\_\_ I keep putting off improving myself.
11. \_\_\_\_\_ I delay making tough decisions and changes, even for the best.
12. \_\_\_\_\_ I procrastinate mostly at work (writing memos, charting, responding to e-mails or letters)
13. \_\_\_\_\_ I procrastinate mostly at home (doing chores, running errands, returning broken or unused merchandise)
14. \_\_\_\_\_ I procrastinate mostly about self-care issues (making doctors and dentist appointments, exercising, relaxation)
15. \_\_\_\_\_ I am an equal opportunity procrastinator – I procrastinate in every area of my life!

\_\_\_\_\_ TOTAL POINTS

**46-60:** You are a procrastination machine! There are probably some underlying causes – such as perfectionism, fear, anxiety, desire for adrenaline, unrealistic expectations – call your EAP to work on developing the tools & skills you need to correct them.

**31-45:** You may have some triggers that send you into procrastination mode, and you may also have some time management difficulties – you can work with your EAP counselor to develop scheduling, prioritizing, delegating, learning to say "no" and other skills to improve this.

**15-30:** The lower your score, the less problem you have with time management. Keep on managing your schedule, prioritizing and maintaining your personal boundaries.

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