

# Do you procrastinate?



Delaying tasks at times? Yes, we have all done that before. It's a bad habit that seems difficult to get rid of, but don't fret. First, acknowledge tasks that need to be done, then set small achievable milestones which enable you to see and monitor your progress and increase focus, allowing you to lay out the urgency of each step of the task ahead of you.

Use the following words to fill in the blanks below.

**block out**  
**disturbed**  
**manageable**  
**productive**  
**Resist**  
**Awareness**

1. \_\_\_\_\_ is key to making changes to your bad habits.
2. Write down what you need to do. Keep a schedule and write down tasks so you can \_\_\_\_\_ time to do them.
3. Divide tasks into smaller, more \_\_\_\_\_ steps.
4. \_\_\_\_\_ the urge when you are about to put something off.
5. Find a place where you will not be \_\_\_\_\_ so you can focus on your task and be \_\_\_\_\_.



**KNOW THAT PROCRASTINATION IS SOMETHING THAT YOU CAN ADDRESS, CORRECT, AND PREVENT. ALL YOU NEED TO BEGIN WITH IS TO GET THE BALL ROLLING.**