Procrastination Symptoms and Solutions

Procrastination Symptom	Possible Solution
Perfectionism	**Let it Go**
Do you ever find it difficult to complete tasks because you want everything to be "just right"?	Learn to recognize that your time is as important, if not more so, than perfection.
Do you keep redoing things or frequently go "back to the drawing board"?	Maintain a balanced perspective. Get regular reality checks from coworkers by asking if something is ready to sign off on. Then when you do sign off, let it go!
	Realize your tendency to obsess and stop yourself. Ask yourself, "Is this really going to make a difference? Is it worth my effort?"
Overplanning	**Teamwork**
Do you ever prolong the planning process to avoid beginning work? If you must plan for every contingency you may find yourself going over budget or throwing off your schedule completely.	Overplanning may indicate that you feel overwhelmed. Work with colleagues and coworkers to tackle the problem and get started. The efforts and perspective of even one other person can often overcome this type of procrastination. Don't be afraid to ask others to help.
Deadline High	**Tighter Scheduling**
Do you every delay work because you find it stimulating to work against a tight deadline?	An individual contributor may be able to carry off this style effectively, but if you're on a team, this behavior can frustrate other team members, and you may compromise the quality of the job due to lack of time. Work hard to create a schedule and stick to it – especially if others are relying on your contributions or leadership.
Comfort Tasks	**Guidance**
Do you ever revert to tasks you used to enjoy and are good at, in order to put off more challenging work?	You may be avoiding tasks because you are unsure how to proceed.
	Don't be afraid to ask for help from someone who has the skills. Seek advice from a supervisor or a coworker if the task seems to difficult.
	Analyze the skills needed to complete the task.
You Don't Want To Do It	**Creativity**
Nothing subtle about this one. You know you are putting it off and you know why; you don't want to do it.	Delegate the task to someone who does want to do it. If delegating doesn't work, set an arbitrary start and go from there. Create a reward for when you finish.

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