

Are You a Procrastinator?

Do you often find yourself putting off assignments and responsibilities, always finding something better to do instead? For each question, circle T or F as it applies to your behavior right now. If you have trouble choosing, pick the one that best fits your most recent experience. Be honest with yourself and take the first step in better time management by learning not to procrastinate.

1. I often find myself performing tasks that I had intended to do days before.	T	F
2. I often miss concerts or sporting events because I don't get around to buying tickets on time.	T	F
3. When planning a party, I make the arrangements way ahead of time.	T	F
4. When it is time to get up in the morning, I usually get right out of bed.	T	F
5. A letter may sit for days after I write it before I mail it.	T	F
6. I generally return phone calls and emails quickly.	T	F
7. Even when jobs require nothing more than sitting and doing them, they often don't get done.	T	F
8. I usually make decisions as soon as possible.	T	F
9. I generally delay before starting on work I have to do.	T	F
10. When traveling, I usually have to rush to arrive at the right time.	T	F
11. When preparing to go out, I am seldom caught having to do something last minute.	T	F
12. In preparing for some deadline, I often waste time by doing other things.	T	F
13. If a bill for a small amount comes, I pay it right away.	T	F
14. I usually return an R.S.V.P. request shortly after receiving the invitation.	T	F
15. I often have a task finished sooner than necessary.	T	F
16. I always seem to end up shopping for birthday or Christmas gifts at the last minute.	T	F
17. I usually buy even essential items at the last minute.	T	F
18. I usually do all the things I plan to do in a day.	T	F
19. I am always saying, "I'll do it later or tomorrow."	T	F
20. I usually take care of all the tasks I have to do before I relax for the evening.	T	F

Scoring:

- Score 1 point for questions 1, 2, 5, 7, 9, 10, 12, 16, 17, and 19 if you answered T.
- Score 1 point for questions 3, 4, 6, 8, 11, 13, 14, 15, 18, and 20 if you answered F.
- Add up your points.
- If your score is 9 or more, you tend to procrastinate.
- If your score is 13 or more, you really struggle with procrastinating.

Now that you know:

Look back at the list and see which questions you answered that reveal unproductive traits. If you do the opposite of those questions, you will quickly see the solution to your habit of putting things off. Get organized, make to-do lists that prioritize your day, and stay ahead so that last minute changes do not catch you off guard and add to your stress level.