

Goal Setting Activity

Step One: Recognize the Problem

Write down a task you have been procrastinating on:

List some advantages of putting it off:

List some disadvantages of putting it off:

Step Two: Make a Plan

What time will you start? _____

What obstacles/problems could sabotage getting started on time? What are some solutions for those problems?

Problems

Solutions

1.	1.
2.	2.
3.	3.

Step Three: Make the Job Easy

List 1 or 2 realistic goals for this project:

Break down job into smaller parts.

a.

b.

c.

d.

- Put check mark by one you could reasonably do today
- Decide how much time you are able to devote to this job today.
15 minutes _____ 30 minutes _____ 60 minutes _____ Other _____
- How are you going to reward yourself for your success?