

Think about the following: There are only a certain number of hours a day. Are you using these hours the way you really want to? The way that is necessary to meet your life goals?

1. Identify your Life Goals. (How to get control of your time and your Life, by Alan Lakein)
 - Make a list of lifetime goals (i.e., success, security, happiness, etc.) Take five minutes to do this.
 - Make a list of goals you would like to accomplish in the next 3-5 years. Another five minutes.
 - If you were to be struck by lightning in six months, what would you do between now and then? List in five minutes.
 - Prioritize – from each list identify your top three goals. Prioritize these A-1, A- 2, A-3. (This should give you nine goals.
 - List your A-1's on a clean piece of paper. Set deadlines and post on a calendar. Tell your friends about your goals and deadlines. Under each A-1, list the activities you would need to carry out to complete the goals. Decide which activities you can do today. Be realistic. Make a "To Do" list for the day. Carry over undone tasks to tomorrow's list.
2. Include fun in your goals (make a list of fun things you like to do, i.e. read the newspaper, read a novel, watch television, garden, play tennis, read a magazine, etc.) It is good to know which fun things you like best, then find time for those. Did you ever think you may be cheating yourself by spending too much time on something you enjoy the least? (Maybe too much time spent on TV).
3. Be kind to yourself! Give praise for tasks completed! Block negative thoughts. You accept others who are not perfect, accept yourself.
4. If you procrastinate because you are afraid, identify what it is you fear. Exactly what is it? What are the chances that what you fear could really happen? What are some alternatives? Where can you get help?

Procrastination Quotient

Directions: Mark an "X" in the column for your response to each of the twelve items. Total the "X"s in each column, and then multiply by the number at the bottom of each column, then add the products.

	Almost Always	Frequently	Occasionally	Almost Never
I find reasons for not acting immediately on a difficult study assignment				
I know what I have to do but find that I do something else				
I carry my books, notes, and study material with me to various places but do not study them				
I work best at the "last minute" when the pressure is really on				
There are too many interruptions that interfere with my most important study goals				
I avoid setting priorities for the day which keeps me from doing the most important tasks first				
I avoid or delay unpleasant decisions				
I like to get my room in excellent order before starting on my assignments				
I wait for inspirations before becoming involved in important study tasks				
I fear that most of my study techniques don't work				
I demand perfection in my study performance				
I have been too tired, nervous, or upset to get started on my assignments				

Total Responses in each column: **x4** **x3** **x2** **x1**

P.Q. below 22 = minor concern

P.Q. 23 to 32 = moderate concern

P.Q. above 32 = major concern

 + + +

TOTAL SCORE = P.Q.