

# Conquering Procrastination: Strategies for Action-Oriented Living

## Key Takeaways

1

**Procrastination** is the act of unnecessarily delaying or postponing something despite knowing that there could be negative consequences for doing so. It's a way of coping with **challenging emotions and negative moods** through **avoidance**.

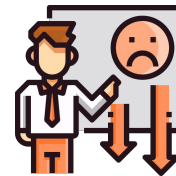
### The Toll of Procrastination



Reputational Damage



Mental & Physical  
Health Issues



Employment &  
Financial Issues

2

### Types of Procrastinators

#### Perfectionist

Puts off tasks out of the fear of not being able to complete a task perfectly

#### Defier

Doesn't believe someone should dictate their time schedule

#### Crisis-maker

Puts off tasks because they like working under pressure

#### Dreamer

Puts off tasks because they are not good at paying attention to detail

#### Worrier

Puts off tasks out of fear of change or leaving the comfort of "the known"

#### Overdoer

Takes on too much and struggles with finding time to start and complete task

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### Strategies for Action-Oriented Living

1



#### Reframe tasks with meaning

Helps manage negative emotions, making the task feel more valuable and less daunting.

2



#### Practice Self-Compassion

Self-criticism increases procrastination; self-compassion helps us move forward.

3



#### Break the task into smaller chunks

Instead of trying to tackle everything at once, break down tasks into bite-sized steps.

4



#### Get organised and minimise distractions

Support yourself by organising tasks and making your temptations inconvenient.

5



#### Take action regularly

The key is to start, no matter how small the action is.

### Need a bit more help?

Discuss with your coach for personalised strategies to overcome procrastination and start living with intention and action!



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