

Procrastination Tracker

NOTICE · UNDERSTAND · PLAN · TAKE ACTION

This tracker helps you identify when you procrastinate, what contributes to it, how it affects you, and what can help you take small, consistent steps forward.

WEEK OF _____

Awareness creates choice.

DATE / TIME	TASK / RESPONSIBILITY What did I put off? Be specific.	CONTEXT Where was I? What was I doing instead?	REASON / TRIGGER What contributed to the delay?	HOW I FELT (0–10) before, during, after	HOW LONG DID I DELAY? e.g. hours, days	WHAT DID I DO EVENTUALLY? Completed? Partial? Pending?

COMMON REASONS I PROCRASTINATE

- ☐ Task feels overwhelming
- ☐ Not sure where to start
- ☐ Perfectionism
- ☐ Fear of making a mistake
- ☐ Fear of failure or judgement
- ☐ Lack of motivation or interest
- ☐ Feeling anxious or stressed
- ☐ Feeling tired or low energy
- ☐ Distractions (phone, social media)
- ☐ Other priorities feel more urgent
- ☐ Task feels boring or mundane
- ☐ Difficulty with time management
- ☐ Waiting for the "right" time or mood
- ☐ I don't feel capable

Other: _____

COMMON EMOTIONS I NOTICE

- ☐ Anxious
- ☐ Overwhelmed
- ☐ Bored
- ☐ Frustrated
- ☐ Guilty
- ☐ Shame
- ☐ Numb
- ☐ Resistant
- ☐ Hopeless
- ☐ Self-critical
- ☐ Relieved (in the moment)
- ☐ More anxious the longer I delay

Other: _____

DISTRACTIONS I TURN TO

- ☐ Phone / social media
- ☐ Emails
- ☐ Internet browsing
- ☐ TV or streaming
- ☐ Household tasks
- ☐ Eating or snacking
- ☐ Napping
- ☐ Talking to others
- ☐ Unnecessary planning
- ☐ Other work tasks
- ☐ Avoiding the space where I need to work

Other: _____

PATTERNS I NOTICE

- ☐ Certain types of tasks (admin, creative, difficult conversations)
- ☐ Specific times of day
- ☐ When I feel stressed
- ☐ When I'm tired
- ☐ When the task feels unclear
- ☐ When someone else is involved
- ☐ When there's a deadline (I do it last minute)
- ☐ It happens repeatedly in the same situations

Other: _____

WHAT HELPS ME TAKE ACTION

- ☐ Break the task into smaller steps
- ☐ Set a specific time to start
- ☐ Use a timer (e.g. 10–25 minutes)
- ☐ Remove distractions (e.g. phone)
- ☐ Create a calmer environment
- ☐ Use a to-do list or planner
- ☐ Remind myself why it matters
- ☐ Allow it to be imperfect
- ☐ Ask for support or accountability
- ☐ Build in a reward
- ☐ Do the least enjoyable part first
- ☐ Use body doubling (work alongside someone else)

Other: _____

THE IMPACT

How does procrastination affect me? (e.g. mood, stress, relationships, work, self-esteem)

WHAT I WOULD LIKE TO DO DIFFERENTLY

What changes would feel realistic and helpful?

MY ACTION PLAN

One small, specific step I will try:

When will I do it?

How confident do I feel? (0–10)

0 1 2 3 4 5 6 7 8 9 10

WEEKLY REVIEW

Looking at the week as a whole:

- What did I complete?
- What was still challenging?
- What patterns did I notice?
- What helped me?
- What do I want to try next week?

A GENTLE REMINDER

Progress isn't about doing everything at once, but about taking the next right step, even if it's small.

MY INTENTION FOR NEXT WEEK

A simple, realistic intention:

SOURCES

Steel, P. (2007). The nature of procrastination: A meta-analytic and theoretical review of quintessential self-regulatory failure. *Psychological Bulletin*, 133(1), 65–94.

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