



Procrastination Questionnaire

Too many things just not getting done?

Everyone procrastinates on occasion but whether procrastination becomes a problem or not depends on how much negative impact it has on your life. Some people put off doing tasks, but finally complete them; yet others cannot ever seem to get a project underway or see it through to the finish.

You can use this tool to assess whether you are likely to be a procrastinator to the point where it interferes with the operations of your business and for how well you are using your time.



Assign a rating to each question and the sum your answers.

1 - Rarely

2 - Sometimes

3 - Typically

QUESTION	RATING
I spend time chatting in the workplace if I feel under pressure	
I find it hard to concentrate and get focused on a task	
I avoid conflict or unpleasant situations by doing something else	
I complete easier, low priority jobs before the tough tasks	
I spend time worrying about making mistakes before starting on a task	
I miss deadlines because less important tasks have gotten in the way	
I leave difficult tasks to the last minute and complete them under pressure	
I don't clear and reorganise my working area before starting a major task	
I tend to delay implementing plans I have agreed	
I have to make a real effort to get started on a job	
	TOTAL

If you score:

31-40 Procrastination is reducing your productivity.

21-30 You often put things off but can improve.

11-20 You are already aware of procrastination as a time issue but can do more.

10 Congratulations, you generally do things when you need to!