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## In This Issue

Procrastination: why we do it and how to help

- Why procrastinate?
- Characteristics
- Is it something bigger?
- What to do about it

### Advantage EAP expands hours in the New River Valley!!!

As of May 5<sup>th</sup>, 2010, Advantage EAP will have additional hours in Radford at 22 Montgomery Street. Call 1-800-699-9396

Online Resources may be found at the bottom of this newsletter.

## Procrastination: why we do it and how to help

Procrastination is something that seems to affect us all. Projects seem to all pile on, tasks just keep accumulating, and then all of a sudden you're consumed by work and deadlines that are quickly approaching.



We all seem to procrastinate every once in a while. Whether it's putting off the gym for another day, cleaning the house, or not getting the work done around the office that we always say we will.

For some procrastination can be more overwhelming and affect more aspects of their lives than others. This newsletter helps to give an insight on why we procrastinate, how to help, and if it is a part of a bigger problem.

### Why Procrastinate?

Procrastination is a very complex psychological behavior that affects everyone to some degree or another.<sup>1</sup> When we procrastinate we are letting some "less important" life tasks take over the important ones.<sup>2</sup> Time management is minimally related to procrastination, and thus some people know exactly what they should be doing, but still cannot accomplish the task at hand.<sup>2</sup> Procrastination can also be a larger problem in general for some people; difficulty in dealing with a procrastination problem may be due to a mental health disorder.

Procrastination Characteristics<sup>1</sup>:

- Procrastinators are often optimistic about getting work done with a short amount of time
- Procrastinators often tell themselves they only work best under pressure
- Low self-confidence/self-esteem may help procrastinators to put off a

## Locations:

2727 Electric Road, Ste 100  
Roanoke, VA 24018

200 Professional Park Drive  
Unit 1  
Blacksburg, VA 24060

Alleghany Regional Hospital  
1 ARH Lane, Room 529  
Low Moor, VA 24457

22 Montgomery Street  
Radford, VA 24141

## Contact Us:

Hours: Monday – Friday, 8:30-5:00pm. Evening hours are available on a limited basis.

(540) 989-6605 or 800-699-9396

Nights and weekends call  
RESPOND:

(540) 776-1100 or 800-541-9992

Advantage EAP does not necessarily endorse any products or services mentioned

difficult task in order to avoid disappointment

- Procrastinators often say they are “too busy” to complete a task
- Procrastinators may be associated with stubbornness or pride and they will not complete a task until they are ready to do so
- Procrastination may be a coping method of dealing with day-to-day pressures

## Is it something bigger?

First, before trying to prevent yourself or someone else from procrastinating, we must see if procrastination is part of a bigger problem all together. People who procrastinate may be dealing with a mental health disorder. Some of the following may indicate that a person is struggling with depression<sup>2</sup>:

- Difficulty sleeping
- No sense of energy
- Not finding happiness in activities that you once did
- Feeling sad most of the time

Another disorder that procrastinators may deal with is anxiety. Often those who suffer from anxiety disorder cannot start or finish any project, due to worry. <sup>2</sup>Finally, another disorder which may be the factor behind procrastination could be Attention-Deficit/Hyperactivity Disorder. Often people dealing this disorder have a hard time staying focused or organized while trying to complete a project.<sup>2</sup> If you notice that you or someone else has these symptoms, seeking a physician’s guidance will help to see if the issue of procrastination is part of a greater problem or not.



## What to do about it

Now that you know a bit more about procrastination, you may be wondering what you can do to help. The following offers some tips to help with procrastination<sup>3</sup>:

- Take an inventory (find out how you procrastinate)
- Create a productive environment
- Challenge myths such as “you do your best work under pressure”
- Set goals and prioritize
- Organize your work

- Divide and conquer
- Set a schedule of when you will begin and stop your tasks
- Have a positive attitude
- Make a commitment

**Advantage EAP is a benefit provided by your employer. There are counselors with Advantage EAP who have the training and experience to help with these issues.**

**Please contact your Advantage EAP at:**

**(540) 989-6605 or 800-699-9396**

**Or visit our website at: [www.psychhealthroanoke.com](http://www.psychhealthroanoke.com)**

**Or our Blog at: <http://psychhealthroanoke.blogspot.com/>**

**Resources from this newsletter:**

1. Procrastination, California Polytechnic State University  
<http://sas.calpoly.edu/asc/ssl/procrastination.html>
  2. [Will Procrastination Stop You From Reaching Your New Year Goal?](#) By  
John Weatherspoon, ACSW, LCSW.
  3. Procrastination, UNC  
<http://www.unc.edu/depts/wcweb/handouts/procrastination.html>
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