Name: Student ID: Week:

PROCRASTINATION WORKSHEET

List below your areas of procrastination, prioritize them according to their importance, and set deadlines for accomplishment. When you have either finished or deleted them, indicate in the appropriate column the date you did so.

Area of Procrastination	Priority ACB/132	Deadline	Done	Deleted

Now go through your entire list and prioritize each item in the ACB column as follows:

1st pass: In the ACB column, assign an A to the highest priority items.
2nd pass: In the ACB column, assign a C to the lowest priority items.
3rd pass: In the ACB column, assign a B to all other items.
4th pass: In the 132 column, for every item to which you have assigned an A, assign a 1 to the highest priority A items.
5th pass: In the 132 column, assign a 3 to the lowest priority A items.
6th pass: In the 132 column, assign a 2 to all other priority A items.

If you wish, you can follow the same process with all priority B and C items.

FORM 17

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