



From Procrastination to Proaction

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LATER

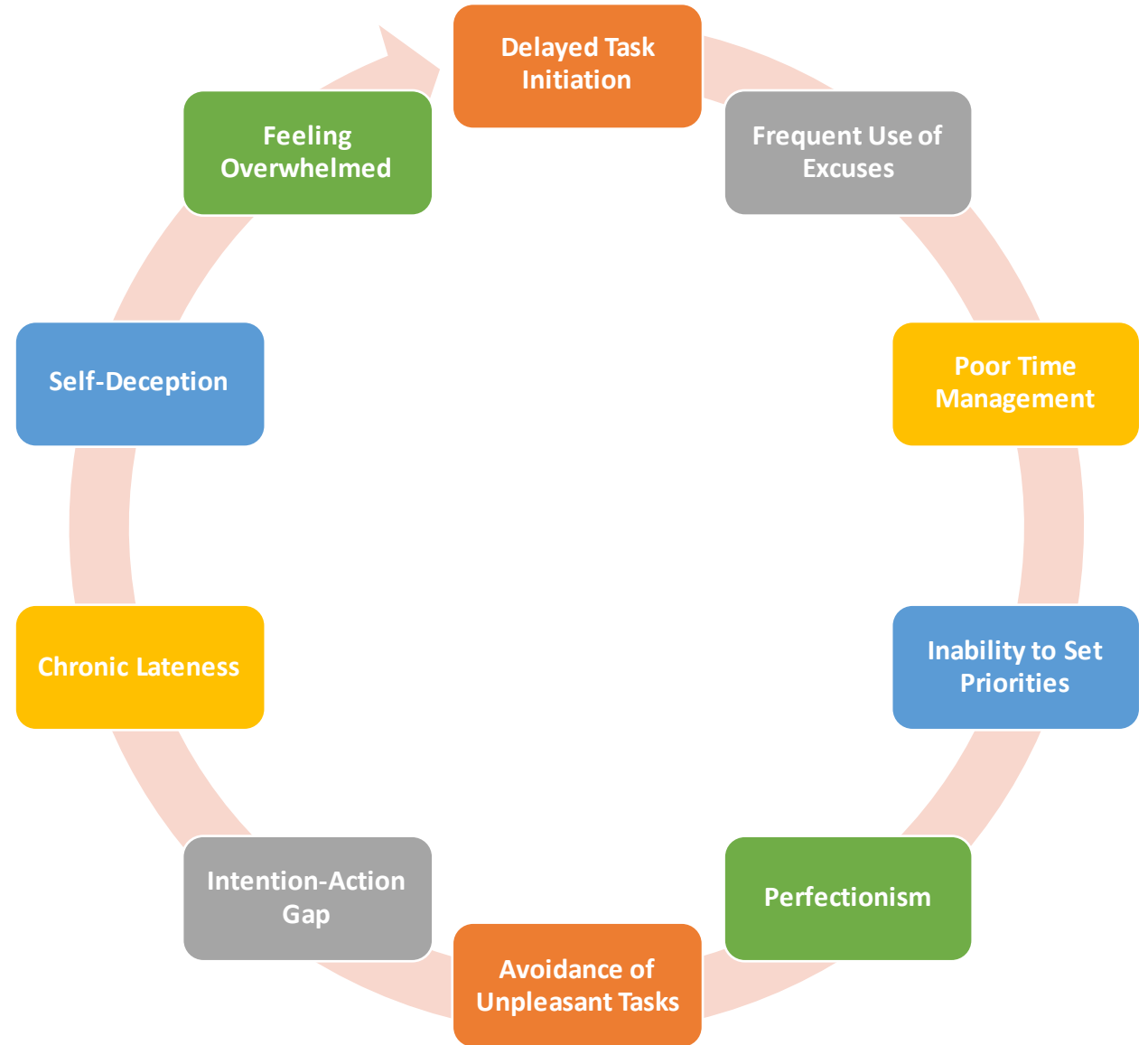
What is Procrastination?

- **Etymology** - *procrastinare*, *pro-*, 'forward', with *-crastinus*, 'until next day'
- **Merriam Webster** - To put off intentionally and habitually
- **OED** - The action of delaying or postponing something
- **MPD** - Putting off tasks or actions that need to be accomplished, often leading to a sense of guilt, stress, or regret
- **Academic Perspective (Steel, 2007)** - The act of needlessly delaying tasks to the point of experiencing subjective discomfort
- **Behavioural Economics** - The irrational delay of tasks despite knowing that it may result in negative outcomes

Definitions from Psychology

- The voluntary delay of an intended action despite knowing that it may lead to negative consequences
- **Cognitive Perspective (Ellis & Knaus, 1977)** - A mechanism of coping with anxiety associated with starting or completing a task by avoiding it
- **Decision Theory** - Choosing a less optimal or suboptimal option over a more optimal one, often due to present-bias or impulsivity

Symptoms





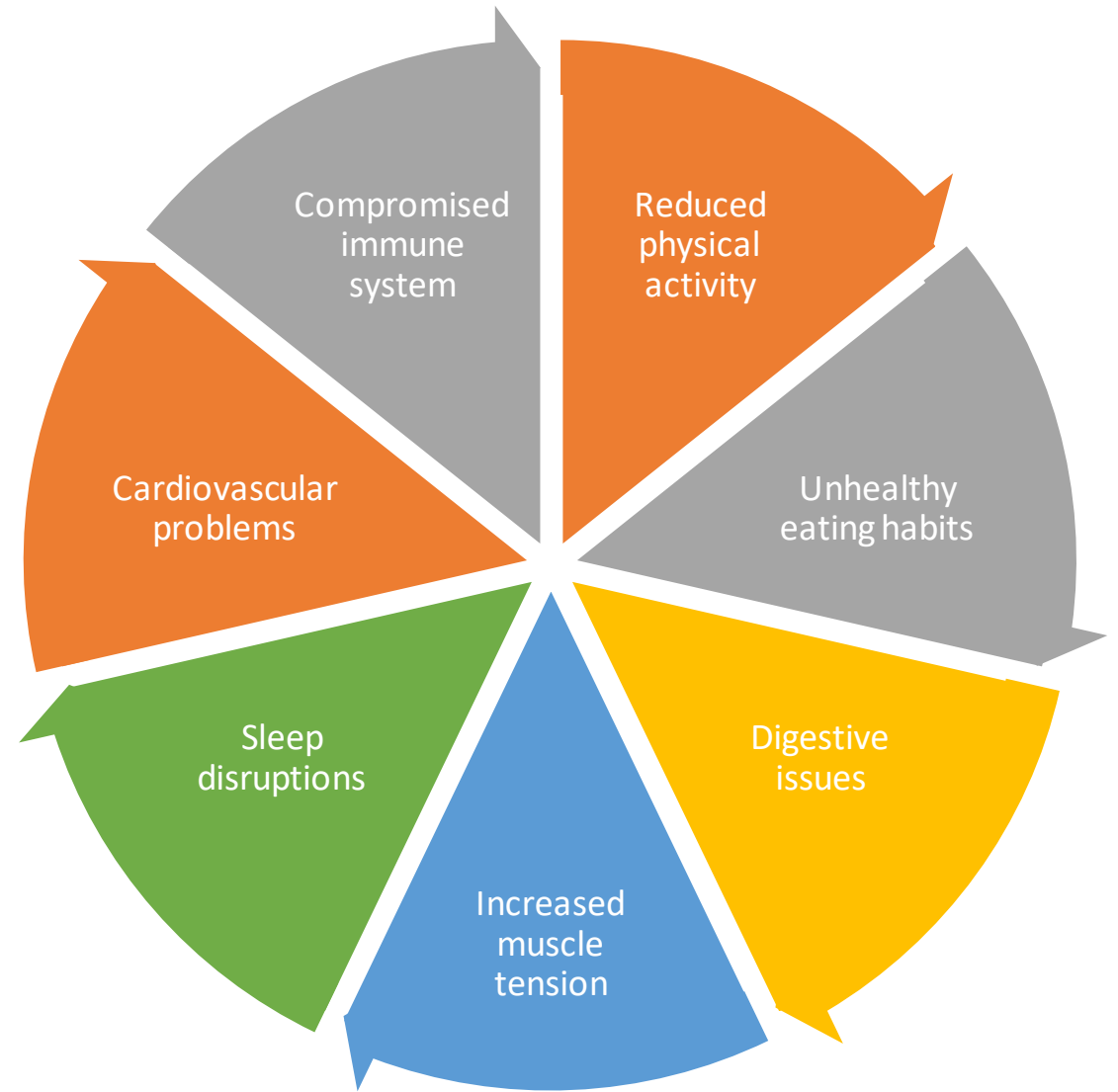
Myths

- It's just a time management issue
- It's sheer laziness
- It is a choice
- It's always harmful
- Procrastinators don't feel stressed
- It's a personality trait
- It's an All or Nothing Behaviour

Impact



Physical Health





Mental Health

Increased
Stress and
Anxiety

Decreased
Self-Esteem

Guilt and
Shame

Worsened
Mood

Increased Risk
of Depression

Impaired
Concentration
and Focus

Lower Life
Satisfaction

Increased
Avoidance
Coping

Family

Increased Stress and Tension

Missed Family Events

Unfulfilled Commitments

Unequal Distribution of Responsibilities

Financial Consequences

Impact on Children's Well-being

Communication Breakdown

Lack of Quality Time

Modelling Behaviour for Children

Impact on Family Goals

Society



INCREASED
ECONOMIC COSTS



IMPACT ON
EDUCATION



HEALTHCARE
CHALLENGES



SOCIAL AND
ENVIRONMENTAL
ISSUES



INCREASED STRESS
AND MENTAL
HEALTH ISSUES



IMPACT ON CIVIC
ENGAGEMENT



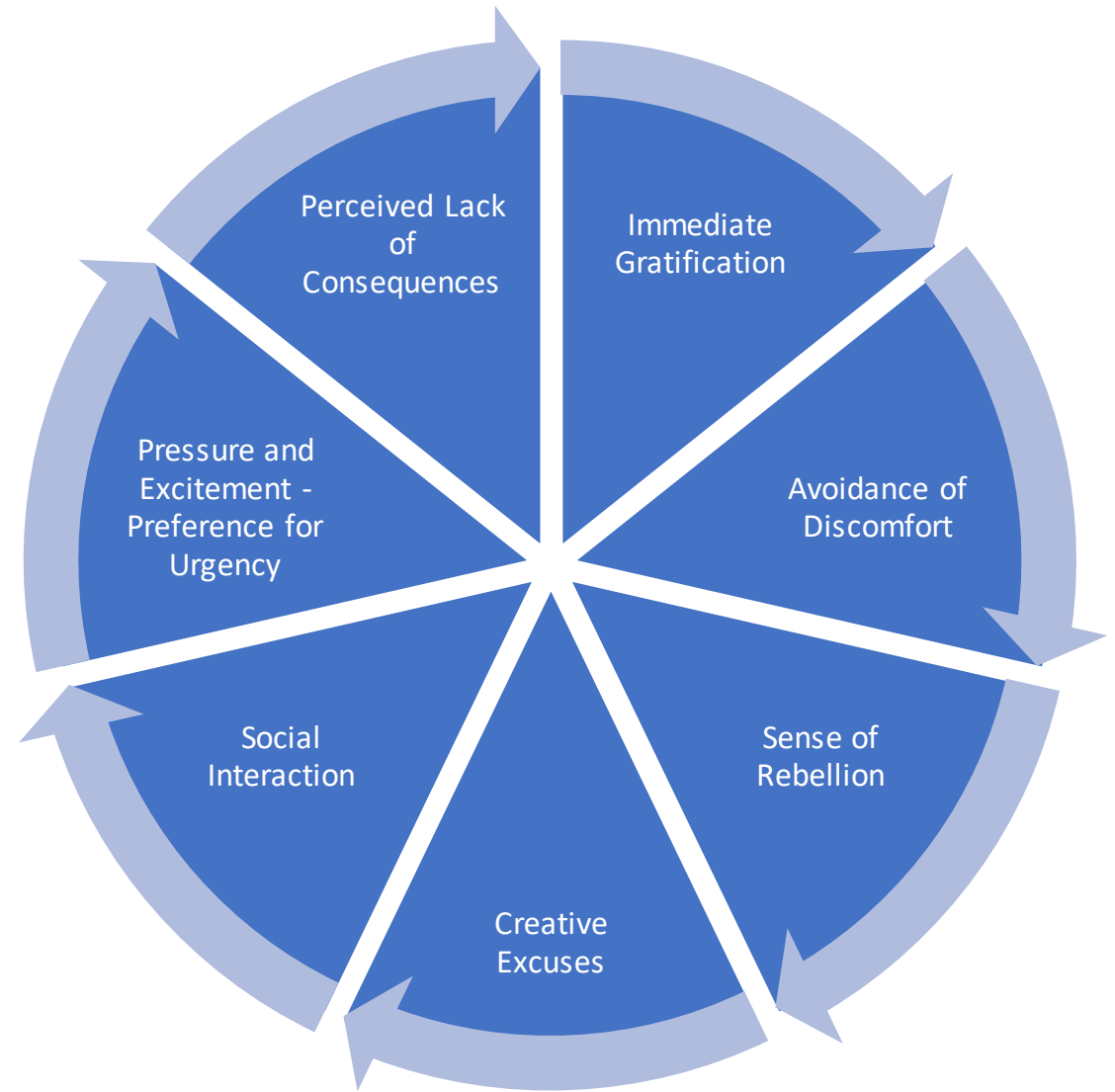
IMPACT ON
INTERPERSONAL
RELATIONSHIPS

Workplace

- Missed Deadlines, Missed Opportunities
- Decreased Productivity
- Quality of Work
- Increased Stress Levels- Strained Team Dynamics
- Negative Impact on Morale
- Ineffective Time Management
- Increased Workload for Others
- Decreased Innovation
- Compromised Decision-Making
- Increased Costs



General Perception



Types of Procrastinators

Excitable

Avoidant

Decisional

Perfectionist

Reluctant

Intentional

Chronic

Dreamer

Social Reasons

Social Comparison

Social Pressure

Social Norms

Fear of Rejection

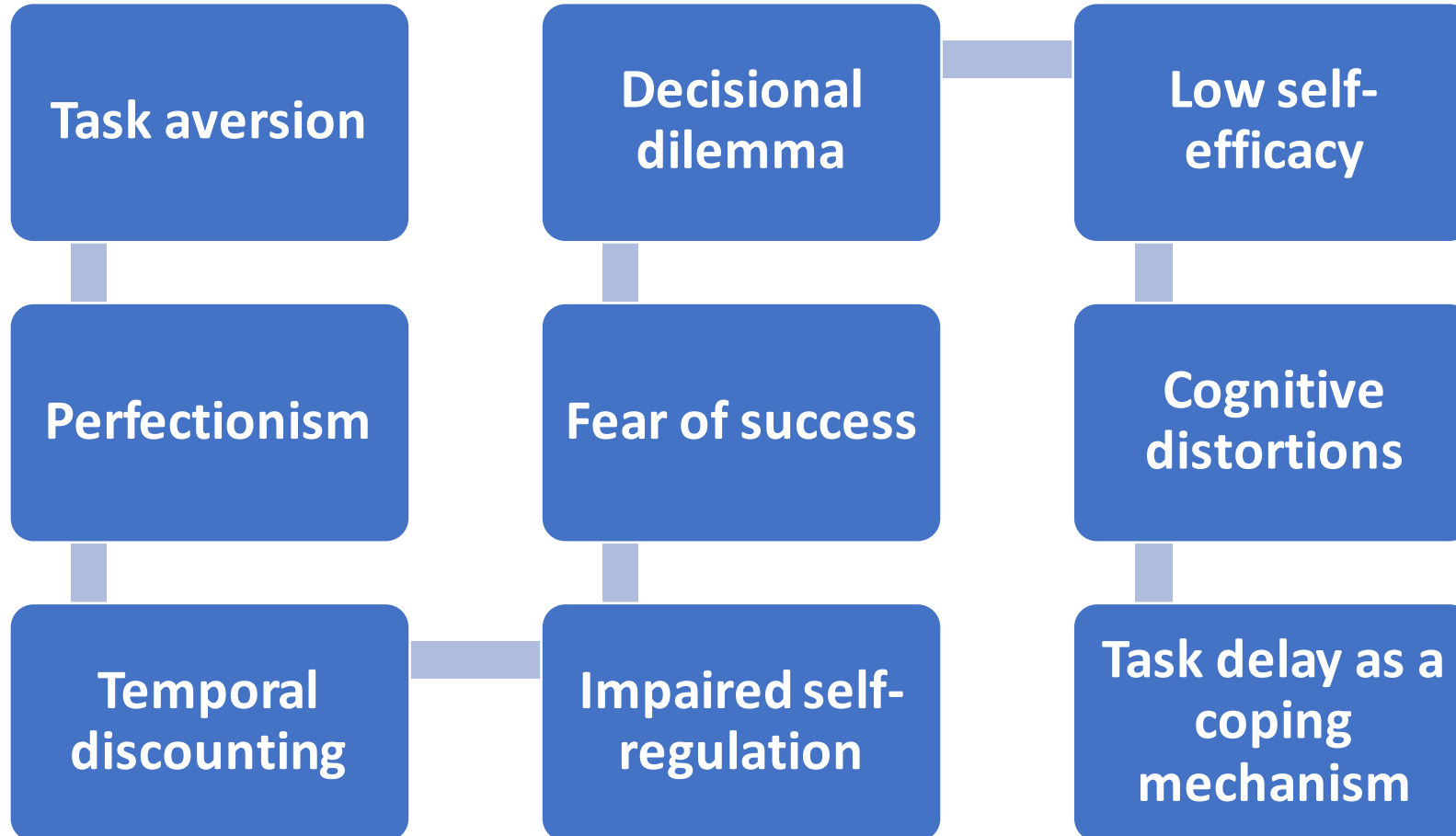
Lack of Social Support

Group Procrastination

Peer Influence

Lack of Accountability

Psychological Reasons



Behavioral Reasons





Workplace Reasons

- Task Difficulty or Complexity
- Lack of Clear Goals and Prioritization
- Decision-Making Avoidance
- Distractions
- Lack of Autonomy
- Overwhelm and Multitasking
- Lack of Recognition or Reward
- Inadequate Resources
- Workplace Culture

Neuro-scientific reasons

Prefrontal
Cortex
Function

Dopamine
Dysregulation

Amygdala
Activation

Brain
Connectivity

Impaired
Interoception

Reward
Deficiency
Syndrome

Insular Cortex
Activation

Temporal Lobe
Dysfunction

Technological Reasons

Instant
Gratification and
Distractions

Overwhelming
Choices and
Decision Fatigue

Notification
Overload

Social Comparison
and Perfectionism

Ambiguous
Boundaries
Between Work and
Personal Life

Pressure for
Constant
Connectivity

Overcoming Procrastination Tools & Techniques



Words of Wisdom

- “Our main business is not to see what lies dimly at a distance but to do what lies clearly at hand Present” - ***Thomas Carlyle***
- “You are what you do, not what you say you'll do.” - ***Carl Gustav Jung***
- “The moment one definitely commits oneself, then providence moves too.”
Johann Wolfgang Goethe
- “When you want something, the whole universe conspires in order for you to achieve it” ***Paulo Coelho***

Behavioural T&T

- Break Tasks into Smaller Steps
- Set Clear and Specific Goals
- Establish Routines and Rituals
- Use Time Management Techniques
- Practice Task Prioritization
- Create Accountability Systems
- Minimize Distractions
- Practice Self-Regulation Techniques
- Reward Progress and Celebrate Successes
- Seek Social Support

Psychological T&T

- Identify and Challenge Limiting Beliefs
- Practice Self-Compassion
- Cultivate a Growth Mindset
- Address Fear of Failure and Perfectionism
- Break Free from Analysis Paralysis
- Develop Emotional Regulation Skills
- Address Avoidance Coping Strategies
- Practice Time Perspective Therapy
- Seek Professional Support if Needed

Technology T&T



Set Boundaries with Technology



Create a Distraction-Free Workspace



Practice Digital Minimalism



Utilize Productivity Apps and Tools



Practice Digital Detoxes



Establish Healthy Technology Habits & Digital Well-Being Practices

Workplace Strategies

- **Prioritization & Clear Goal Setting**
- **Break Tasks into Smaller Steps**
- **Improve Time Management**
- **Address Perfectionism**
- **Enhance Decision-Making Skills**
- **Provide Clarity and Resources**
- **Recognition and Rewards**
- **Foster Autonomy**

Organizational Strategies

- Clarify Expectations
- Establish Realistic Deadlines
- Capacity building, upskilling & reskilling
- Cultivate a Positive Culture
- Implement Accountability Measures
- Promote Flexibility & overall wellbeing
- Open Communication Channels
- Lead by Example

Literature

"The Procrastination Equation: How to Stop Putting Things Off and Start Getting Stuff Done" by Piers Steel:

- **Tools and Techniques:** Steel introduces the Temporal Motivation Theory (TMT), offering strategies to increase task expectancy and task value. He provides practical tips for setting clear goals, managing distractions, and improving self-regulation skills.

"The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play" by Neil Fiore:

- **Tools and Techniques:** Fiore advocates for a structured approach to overcoming procrastination, emphasizing the importance of scheduling "unscheduled" time and using the Unschedule technique. He introduces the concept of "guilt-free play" and encourages readers to adopt a positive mindset toward productivity.

"Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time" by Brian Tracy:

- **Tools and Techniques:** Tracy presents practical strategies for prioritizing tasks and overcoming procrastination, inspired by the metaphor of eating a frog (tackling the most challenging task first). He emphasizes goal setting, time blocking, and single-handling to improve productivity.

"Solving the Procrastination Puzzle: A Concise Guide to Strategies for Change" by Timothy A. Pychyl:

- **Tools and Techniques:** Pychyl offers evidence-based strategies rooted in psychological research, including implementation intentions, self-monitoring, and setting SMART goals. He addresses the role of emotion regulation and self-compassion in managing procrastination.

"The Art of Procrastination: A Guide to Effective Dawdling, Lollygagging and Postponing" by John Perry:

- **Tools and Techniques:** Perry presents a humorous take on procrastination, introducing the concept of "structured procrastination." He encourages readers to leverage their tendency to procrastinate by prioritizing tasks in a way that leads to productive procrastination.

More Literature

"Getting Things Done: The Art of Stress-Free Productivity" by David Allen:

- **Tools and Techniques:** Allen introduces the Getting Things Done (GTD) method, emphasizing the capture, clarify, organize, reflect, and engage process. He advocates for creating a comprehensive system for managing tasks and commitments to reduce mental clutter and improve focus.

"The War of Art: Break Through the Blocks and Win Your Inner Creative Battles" by Steven Pressfield:

- **Tools and Techniques:** Pressfield addresses procrastination from a creative perspective, focusing on overcoming resistance to pursue creative endeavours. He emphasizes discipline, persistence, and embracing discomfort as essential components of the creative process.

"Overcoming Procrastination: Practice the Now Habit and Guilt-Free Play" by Andrew Cohen:

- **Tools and Techniques:** Cohen integrates principles from Fiore's "The Now Habit" with mindfulness practices to address procrastination. He introduces mindfulness meditation, self-compassion exercises, and cognitive restructuring techniques to cultivate a non-judgmental awareness of procrastination triggers.

"Procrastination: Why You Do It, What to Do About It Now" by Jane B. Burka and Lenora M. Yuen:

- **Tools and Techniques:** Burka and Yuen explore the psychological roots of procrastination and provide practical strategies for change. They offer exercises for identifying underlying beliefs and thought patterns contributing to procrastination, along with goal-setting techniques and time management strategies.

"The 5 Second Rule: Transform your Life, Work, and Confidence with Everyday Courage" by Mel Robbins:

- **Tools and Techniques:** Robbins introduces the "5-second rule," a simple technique for overcoming procrastination and taking immediate action. By counting down from 5 and then taking action, readers can bypass their brain's hesitation and engage in productive behavior.

Eat that frog – Brian Tracy



SET THE TABLE - TASK
PRIORITIZATION,
ABCDE METHOD



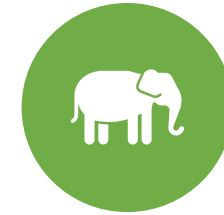
EAT THAT FROG



80/20 RULE (PARETO
PRINCIPLE)



IDENTIFY KEY
CONSTRAINTS & DO
YOUR HOMEWORK



SWISS CHEESE &
EATING THE
ELEPHANT



CONSCIOUS TIME
CHOICES & VALUING
TIME

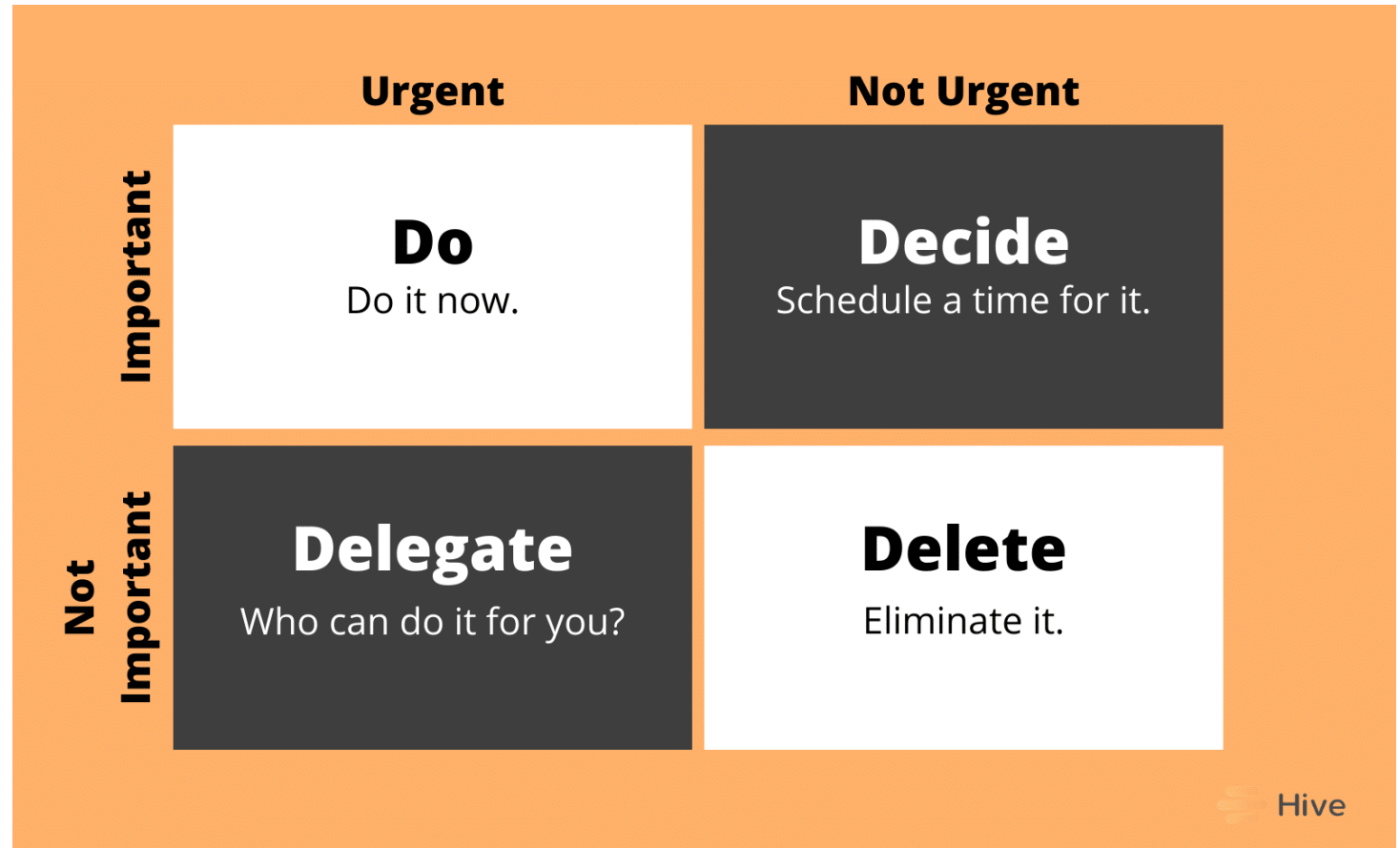


PUT PRESSURE ON
YOURSELF, CREATE A
SENSE OF URGENCY

First Things First

Stephen R. Covey, A. Roger Merrill, and Rebecca R. Merrill.

- Time management matrix
- Quadrant II living
- Crisis Prevention
- Balance and renewal, including physical, mental, social, and spiritual aspects.
- Connection between integrity, trust, and effective time management.



Pomodoro Technique

Francesco Cirillo

1. Get a to-do list and a timer.
2. Set your timer for 25 minutes and focus on a single task until the timer rings.
3. When your session ends, mark off one pomodoro and record what you completed.
4. Then enjoy a five-minute break.
5. After four pomodoros, take a longer, more restorative 15-30 minute break.

Action Plan

- Assess your behaviour – Self Assessment & Feedback
- Preferred areas of Procrastination
- Preferred substitutions
- Preferred excuses – for self & others
- Go for Goliath
- Prepare a plan, visualize, time-blocking
- Start here and now
- Monitor & review – Accountability
- Exercise, meditate & celebrate !



Thank you !!!
