




Procrastination Warning Signs

Don't let procrastination sneak up on you!
Recognize the warning signs. Put this list
where you can see it as you work.

 Cut along dotted line

Procrastination Warning Signs:

DANGER!

- I need another cup of coffee.
- I should clean my (typewriter, toolbox, work area, etc.) first.
- I really have the munchies. I'll go get some fast food.
- I don't have the right pencils (or other articles).
- Perhaps if I put on some music...
- I'm too tired. I'll just take a quick nap.
- I need more information before I can begin.
- I need to make a list of upcoming projects first.
- I'll just ask (any colleague) about (anything) before I get started.
- I should call (anyone) before I get too involved in this.

My other favorites:

- _____
- _____
- _____
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