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**Crossing the   
finishing line**

**Year 3 PhD Cohort Day**

***Trainer’s Name***

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**PROCRASTINATION ACTION PLAN**

**Remember to set SMART goals:**

**Specific –** Define the goal as much as possible. What do you have to do? Is anyone else involved in this task?

**Measurable –** how will you know that the task has been completed? Can you track your progress and measure the outcome? If not, then it’s not a specific enough goal!

**Achievable –** are you asking yourself to do too much or are you underachieving? Don’t set up yourself for failure!

**Relevant –** is this task relevant to your overall goal?

**Timely –** set a deadline and stick to it. Don’t allow too much time – if you do, then you’ll keep putting it off. Set a realistic deadline that will create a sense of urgency.

1. **Identify a piece of work/task**

* Be specific – if the task involves several other sub-tasks, then break your task down as much as possible to the smallest task. Do this for every single task you have to do
* Identify how long it would take you to complete this task and by when it has to be done

1. **On a scale of 1 – 10, where are you with it now? Mark on the scale:**

Far away Achieved

**\_\_\_\_\_\_1\_\_\_\_\_2\_\_\_\_\_\_3\_\_\_\_\_\_\_4\_\_\_\_\_\_5\_\_\_\_\_\_6\_\_\_\_\_\_\_7\_\_\_\_\_\_8\_\_\_\_\_\_9\_\_\_\_\_\_10**

1. **What are your next steps towards completion? Remember - be realistic and be specific**
2. **What skills, strengths and resources do you have to help you achieve this goal? Think about times in the past when you have achieved a similar goal – how did you do it then?**
3. **What else might help you?**
4. **What might stop you/get in the way?**
5. **What can you do about this (no. 6)?**
6. **What will be your reward –**

**in the short-term?**

**in the long term?**

**Now go and do it!**

**24-HOUR CLOCK  
Part 1**

**00:00**

**12:00**

**03:00**

**06:00**

**09:00**

**15:00**

**18:00**

**21:00**

**How does your working day look currently?**

* Complete the rest of the hours
* Block out how you spend your time on a typical working day
* Don’t forget to add sleeping, eating, taking breaks and procrastinating

Identify:

* Are you working too hard?
* Are you spending too much time procrastinating?
* Are you spending too much time on unimportant things?

**24-HOUR CLOCK  
Part 2**

**00:00**

**12:00**

**03:00**

**06:00**

**09:00**

**15:00**

**18:00**

**21:00**

**How does your ideal working day look?**

* Complete the rest of the hours
* Block out how you would like to spend your time on an ideal working day
* Don’t forget you have to sleep, eat and take breaks

Ask yourself:

* Is this realistic?
* Have you put in enough time for sleep, relaxing, eating shopping, household chores, talking to family, seeing friends etc?