

Knowing Yourself, Part 1: Feelings

Knowing yourself requires knowing your feelings.

- Avoiding feelings leaves you vulnerable.
- Knowing what you feel and why you feel it increases confidence, your sense of solidity, and your ease with yourself, while strengthening your ability to proceed with things in a timely way, without needing to procrastinate.

List below what you are feeling right now about your level of confidence.

How confident are you about	100% (All of the time)	75% (Most of the time)	50% (It depends on the day)	25% (Sometimes)	5% (Rarely)
yourself as a person?					
how at ease you are with yourself?					
your personal relationships?					
the work you do?					
your past achievements?					
your present achievements?					

How confident are you about	100% (All of the time)	75% (Most of the time)	50% (It depends on the day)	25% (Sometimes)	5% (Rarely)
your ability to reliably finish things in a timely way?					

Respond to the questions in tables 5.1 to 5.6 below to gain understanding of your specific fears, hopes, dreams, doubts, pressures, and memories.

Table 5.1

Fears

What are your fears?	Questions to ask yourself	Examples from your life
Success	Do you feel anxious when receiving recognition? When making good progress, are you tempted to switch to another task or slow down?	
Failure	Do you believe that if something is not done perfectly (or right), it is not worth doing, and so you don't do it? Do you believe that if you are good at something, it should come easily? Are you a gracious loser?	

What are your fears?	Questions to ask yourself	Examples from your life
Being controlled	Generally, do rules apply to you, or do you think that an exception should be made for your needs? What is your tolerance for limits set by authorities?	
Intimacy	Does commitment make you anxious? Do you anticipate failure in relationships based on past relationships that haven't worked out? Do you leave a relationship because you fear being left?	
Trust	Do you need to do things alone because you can't rely on others? Do you prefer to work on projects privately to avoid others interfering with your ideas? Do you fear being controlled or manipulated?	
Abandonment	Do you believe that you can manage on your own? Do you need others to agree with you before you believe in your own ideas?	

What are your fears?	Questions to ask yourself	Examples from your life
Conflict	Do you have a strong need to be liked? Do you see conflict as a fight that creates winners and losers?	
Being exposed	Do you fear being exposed as “not good enough” or at fault for a mistake? Do you feel that your performance demonstrates your personal worth?	
Being unacceptable or inherently flawed in some way	Do you feel that you are broken and fundamentally flawed?	
Other	Are there other ways in which fears or insecurities disrupt your ability to finish projects that need to be done?	

Adapted from Jane Burka, and Lenora Yuen, *Procrastination: Why You Do It, What to Do about It* (Cambridge, MA: Da Capo Press, 2008)

Table 5.2

Hopes

What are your hopes?	
What five hopes would you put on your bucket list?	
What do you say to yourself about each item on your bucket list?	
Are you permanently dismissing any because they seem out of reach?	

<p>What prevents you from making these happen?</p> <p>If you had a coach, what would he or she suggest you do to overcome these barriers?</p>	
<p>Are you thinking inside or outside the box to find possibilities?</p>	
<p>Set three things you hope to do within the next three months.</p>	
<p>Set five other things you hope to do within the next year.</p>	

<p>Give your best friend two sealed letters, each containing your response to one the last two questions, addressed to yourself, to be given to you as these dates approach (i.e., at three months and at one year).</p>	
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Adapted from Jane Burka, and Lenora Yuen, *Procrastination: Why You Do It, What to Do about It* (Cambridge, MA: Da Capo Press, 2008)

Table 5.3

Dreams

<p>What are your dreams?</p>	
<p>What five dreams would you put on your bucket list?</p>	

<p>What do you say to yourself about each item on your bucket list?</p>	
<p>Are you permanently dismissing any because they seem out of reach?</p>	
<p>What prevents you from making these happen?</p> <p>If you had a coach, what would he or she suggest you do to overcome these barriers?</p>	
<p>Are you thinking inside or outside the box to find possibilities?</p>	

<p>Set three things you have dreamed of doing that are appropriate for the next three months.</p>	
<p>Set five other things you have dreamed of doing that are appropriate for the next year.</p>	
<p>Give your best friend two sealed letters, each containing your response to one the last two questions, addressed to yourself, to be given to you as these dates approach (i.e., at three months and at one year).</p>	

Adapted from Jane Burka, and Lenora Yuen, *Procrastination: Why You Do It, What to Do about It* (Cambridge, MA: Da Capo Press, 2008)

Table 5.4

Doubts

What are your doubts?	
Are you working from fear or fact?	
List your fears.	
List the facts that support your doubts.	

<p>Given your fear and fact list, what is the evidence that your fears create actual barriers?</p>	
<p>What do you need to do to resolve these fear-based doubts?</p>	

Adapted from Jane Burka, and Lenora Yuen, *Procrastination: Why You Do It, What to Do about It* (Cambridge, MA: Da Capo Press, 2008)

Table 5.5

Pressures

<p>What are your pressures?</p>	
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What are your strengths?	
List your areas in need of growth or change.	
List the help you have asked for to manage the pressures preventing you from moving forward.	
Are there other types of help that you need?	

<p>How willing are you to reconsider the belief that no good help is available to you?</p>	
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Adapted from Jane Burka, and Lenora Yuen, *Procrastination: Why You Do It, What to Do about It* (Cambridge, MA: Da Capo Press, 2008)

Table 5.6

Memories

<p>List some supportive and unsupportive memories?</p>	
<p>When working to move forward on a task, are you recalling negative memories that reduce your ability to remain motivated? What are they?</p>	

<p>What alternative, positive memories that support you are you not considering?</p>	
<p>What have you learned? how have those negative experiences helped you grow?</p>	
<p>What have you changed</p>	
<p>How have those negative experiences helped you grow?</p>	

What can you say now to defend yourself against those negative thoughts?	
List memories of past successes and the strengths and skills you learned that will help you succeed today.	

Adapted from Jane Burka, and Lenora Yuen, *Procrastination: Why You Do It, What to Do about It* (Cambridge, MA: Da Capo Press, 2008)

Knowing Yourself, Part 2: Time

What Is Your Relationship with Time?

A *wishful thinking* approach to time is when we choose to apply subjective standards to our need to meet the requirements of scheduled events, such as school, work/meetings, religious services, time-sensitive social events, and personal commitments to friends and organizations. The questions to ask yourself are, “How frequently am I late for time-sensitive scheduled events? Do I feel entitled to be late? Does the same rule apply to me as to others who are attending these time-sensitive events? If not, why not? What prevents me from consistently being on time?”

Note: I am not suggesting a rigid level of perfection in timeliness; rather, is it truly the *exception* when you are late, rather than a *likely* occurrence? Write your response to this and subsequent questions in spaces below.

Conflicts with clock time: In the past month, what examples are there that you might be living in conflict with the reality of clock time in your arrival at time-sensitive events?

Difficulty anticipating deadlines: If you find it difficult to anticipate deadlines for projects, why do you think that is?

Difficulty working steadily toward a goal: In the past month, what evidence is there that you might have difficulty working steadily toward a goal? How many projects have you started but not yet finished? What prevents you from finishing a goal before you start another?

Difficulty predicting how much time you will need to finish a job: Do you find it difficult to predict how much time you will need to finish a job? Do you overestimate the time needed? Do you underestimate the time needed and are therefore unable to finish? Is your daily or weekly schedule overcommitted? Do you find that you are consistently left with not enough time to finish projects that you underestimated? What would it take for you to free up more time in your schedule between commitments? Have you had time-related problems in relationships, when you have lived on subjective time while others lived on clock time?

Knowing Yourself, Part 3: Your Roots

Family history: List the names of individuals in the family you grew up in who were likely to be on time, and those likely to be late, for scheduled events.

Social relationships: List feedback you have received from friends, associates, acquaintances, and professionals concerning your tardiness.

Your culture: Do you consider your culture to be a factor in your relationship with time?
