

Kolbe Corp Procrastination Guide

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Procrastination

One thing all humans have in common is that we put off doing the things we know we should do. Conventional wisdom would tell you that procrastination is a bad thing. Though procrastination can sometimes keep you from completing a task you intend to do, it can also be a helpful signal to find out what you need in order to move forward most effectively.

You may procrastinate because you don't have the knowledge or skill, the task is something that you don't enjoy or are motivated to do, or it causes you to work against your striving instincts.

Think about tasks that you avoid and write them below.

Example: I avoid tasks like making dentist appointments, projects with no due dates and fixing stuff around the house.

Turn to the next page and find the Procrastination Challenges that correspond to your MO. Is your procrastination of that task due to your MO? If so, in which Action Modes?

Example: Yes, I constantly put off fixing things around the house due to my 2 in Implementor.

Review the Procrastination Solutions on the following pages to help you examine the reasons you procrastinate and find some solutions that will work for you. Write potential solutions below:

Example: Since I can't afford to hire a handyman, I will "get someone to show me" by watching an expert video online.

Procrastination Challenges

WHY DO YOU PROCRASTINATE?

Read the examples below that correspond with your MO.

IF YOU INITIATE ACTION (7-10) IN A MODE, YOU PROCRASTINATE WHEN:



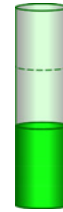
FACT FINDER (7-10)

"There isn't enough data."



FOLLOW THRU (7-10)

"I'm supposed to start a project, but there isn't a plan."



QUICK START (7-10)

"There isn't a sense of urgency."



IMPLEMENTOR (7-10)

"There aren't quality materials" or "I'm dealing in the abstract."

IF YOU COUNTERACT (1-3) IN A MODE, YOU PROCRASTINATE WHEN:



FACT FINDER (1-3)

"I feel overwhelmed by too much data; I don't know where to start."



FOLLOW THRU (1-3)

"I'm forced into a routine or rigid process."



QUICK START (1-3)

"Everything is equally urgent."



IMPLEMENTOR (1-3)

"I'm the one who has to fix or build something."



IF YOU'RE A FACILITATOR (DO NOT INITIATE ACTION IN ANY MODE), YOU PROCRASTINATE WHEN:

"I have to work independently and don't have anything or anyone to respond to."

Procrastination Solutions

KICKSTART YOUR MO

When you're procrastinating, the questions on the following pages can help you get yourself unstuck.

IF YOU INITIATE ACTION (7-10) IN A MODE, BEGIN BY ASKING YOURSELF THESE QUESTIONS:



FACT FINDER (7-10)

- > What are the pros and cons?
- > What are the known facts?
- > Where can I go for expertise?
- > What's the top priority?
- > Is this specific enough?
- > What does research show?
- > How can I build on what's worked in the past?



FOLLOW THRU (7-10)

- > What's the worst-case scenario?
- > What are the time frames?
- > How does this fit into the big picture?
- > Is this consistent with the plan?
- > Can I create a process or procedure?
- > Can I break this into smaller steps?
- > Can I make it part of my routine?



QUICK START (7-10)

- > How many different ways are there to do it?
- > What will happen if I experiment?
- > What hunch should I try playing?
- > What will get people's attention?
- > Can I enhance the sense of urgency?
- > How can I take this on as a challenge?
- > How can I do it differently than I have ever done it before?



IMPLEMENTOR (7-10)

- > Do I have the right tools?
- > Are there other materials that would help?
- > What's going to make this a long-lasting solution?
- > Can I build with better quality?
- > What can I do to show how this could work?
- > Can we do this in person instead of by phone?
- > How do I transport this (safely)?

Procrastination Solutions

IF YOU COUNTERACT (1-3) IN A MODE, BEGIN BY ASKING YOURSELF THESE QUESTIONS:



FACT FINDER (1-3)

- > How can I simplify this?
- > How can I cut through the confusion?
- > How can I avoid the particulars?
- > Is there a way to summarize?
- > What's the overview?
- > In general terms, what are the issues?
- > Can I highlight the key points?



FOLLOW THRU (1-3)

- > Can I make this less cumbersome?
- > Can I try coming at it a different way?
- > What can I skip and still get it done?
- > Is there a point where I can move on and leave the rest to someone else?
- > Can I do part of this and come back to it?
- > Is there a substitute?
- > Can I deviate from the plan?



QUICK START (1-3)

- > Am I trying to do too many things at once?
- > Am I trying to do it too fast?
- > Can I move forward cautiously?
- > How can I protect what's working?
- > Will this solution cause turmoil?
- > Can I reduce the risk?
- > Can I narrow the options?



IMPLEMENTOR (1-3)

- > Do I need to go to the trouble to build it?
- > Can I just get the idea without seeing it in person?
- > What would happen if I did it with less expensive materials?
- > Does it have to be perfect quality?
- > Can I get someone else to help?
- > Can I use a pre-made solution?
- > Can I get someone to show me?

IF YOU HAVE STRENGTHS IN THE REACT ZONE (4-6):

When the only energy you have left is responding to any of the Action Modes, or you are a Facilitator (Mediator), you can identify the nature of the problem to determine which mode you can respond in, or find other people with the talents needed to help solve it.

If you are a Facilitator (Mediator), begin by asking yourself:

- > Who else can help me start?
- > How does this fit into what others are working on?
- > Can I make this more of a team project or find a key collaborator?
- > How can others help me set a deadline?