

**Gender Equity Project Sponsorship Program**  
Fall 2003 Workshop #4

**Procrastination and Managing Time Effectively**  
October 15, 2003

**Agenda**

- 1:00 – 1:15 pm**      **Program administration**
- Be prepared to present your revised 3-minute opening at our next workshop on October 29<sup>th</sup>.
  - Thanks to a suggestion by Jennifer Dwyer, you will now have the option of submitting your monthly checklists in spreadsheet format. We will send you a copy of the spreadsheet via email.
  - Activities and discussion questions for the October 29<sup>th</sup> workshop will be distributed via email.
- 1:15 – 2:50 pm**      **Procrastination and Managing Time Effectively**
- 1:15 – 1:30**              Presentation *V. Valian*
- 1:30 – 2:25**              Group Discussion
- Characteristics of procrastination and strategies for coping  
(See Discussion and Activities handout)
- 2:25 – 2:40**              Activity: *Break into groups of 2*
- Identify one major writing project you want to accomplish by the end of the fall semester (e.g., submit a manuscript). Working with your partner, divide the project into 4 – 5 smaller tasks and set tentative dates by which to complete each. Also, select one “next action” (i.e., a small task to get started or take the next step) to be completed by the next workshop. At the next workshop, tell your partner (or someone else with whom you form a partnership) whether you completed the next action and how you are progressing on the project in general. Identify another next action. Continue to work in partnership with another person (either a fellow associate, or someone else with whom you form a partnership), ask them to help you stick to the schedule you establish today. Assess whether or not working in such a partnership is a useful strategy for coping with your procrastination and/or ineffective working.
- 2:40 - 3:00**              Report back to the main group: Lessons learned from the activity
- 3:00 – 3:05**              Workshop Evaluation: *Complete part I before leaving*