

Name _____

Beat the Clock: Overcoming Procrastination

Multiple Choice Questions

1. What is one of the first steps in overcoming procrastination?
 - a) Prioritizing tasks
 - b) Setting clear goals
 - c) Using a planner
 - d) Finding peak productivity times

2. Why is breaking tasks into smaller steps helpful in overcoming procrastination?
 - a) It makes tasks more overwhelming
 - b) It helps you check off more items on your to-do list
 - c) It gives a sense of accomplishment and motivation
 - d) It's unnecessary for small tasks

3. What can a planner or to-do list help you with?
 - a) Avoiding tasks
 - b) Creating more distractions
 - c) Keeping track of tasks, deadlines, and goals
 - d) Setting unrealistic goals

4. Why should you find your peak productivity times?
 - a) To waste time during those hours
 - b) To schedule less important tasks
 - c) To schedule your most important tasks
 - d) To avoid working during those hours

5. Why is staying positive and being kind to yourself important in overcoming procrastination?
 - a) Because it's essential to procrastinate more
 - b) Because it helps you stay negative
 - c) Because it can help you overcome procrastination more effectively
 - d) Because it's unnecessary

