

Allow us to introduce the **TOP FIVE** types of procrastinators

The reasons for the tendency to procrastinate vary from person to person and so require different approaches for overcoming procrastination. Once you've identified the type you're dealing with, it will be much easier for you to provide the right individualised support.

1. The one always running out of time

This type of procrastinator has difficulty estimating how long it will take to complete a task. Or they find it difficult to organise their working hours sensibly. You'll always hear this sentence from the mouth of this procrastinator: 'There's still time.' As soon as the deadline approaches, however, the one always running out of time tends to throw themselves into a panic because of their misjudgement, making it even more difficult to finish.

The best way to help here is to provide support in planning and prioritising work.

2. The one who takes on everything

Here you're dealing with a creative mind who gets enthusiastic about all kinds of tasks. 'I've got an idea' is a typical statement for this procrastinator. The one who takes on everything dives head first into the most diverse projects with much enthusiasm, but likes to get bogged down in the process. They start a lot of projects, but don't finish many.

With clear guidelines and a distractionfree environment, you can help the one who takes on everything reach their goal more easily.

3. The one who has to be perfect

This procrastinator loves to make lists and plans so as not to lose sight of any important details. However, the mere thought that the result might not be perfect deters these procrastinators from even starting a task in the first place. Instead, they like to throw themselves into trivial matters where they can live out their perfectionism.

You can also help this procrastinator with clear prioritisation. Make it clear not only which tasks should be dealt with first, but also which details are actually important.

4. The one addicted to the internet

The title says it all: this procrastinator prefers to be out and about in the digital world. You'll be hard pressed to find somewhere else with as many distractions from important tasks. 'I need to check my emails' or 'I'm just going to do some online research' are typical statements from the internet-addicted. This is where they lose track of time and don't get round to the things they actually wanted to do.

For this procrastinator, an 'offline' environment helps them to concentrate on their tasks fully. Give them fixed times for checking emails and scrolling.

5. The one who tidies up

A difficult task appears on the agenda and suddenly the entire office has to be made spotless. If this rings a bell, then you might be dealing with the one who tidies up. This procrastinator tries to compensate for the feeling of being overwhelmed with easily manageable actions.

Help the one who tidies up to divide the daunting 'summit climb' of the task at hand into several manageable mountain stages. This increases motivation and shortens the path to the reward.