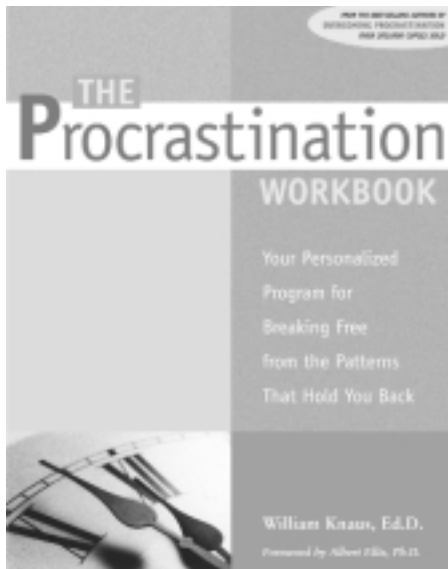


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We are pleased to announce the publication of . . .



The Procrastination Workbook

**Your Personalized
Program for
Breaking Free from
the Patterns that
Hold You Back**

**by
William Knaus, Ed.D.**

"A must read not only for those struggling with procrastination but also for anyone interested in improving their efficiency and effectiveness."

-Sam Klarreich, Ph.D., President
The Berkeley Center for Effectiveness, Toronto

*Please consider this useful book for review,
for excerption, and for you booklist.*

**The Procrastination Workbook
Item PROW, ISBN 1-57224-295-7 (paper) \$17.95, 170 pages
Available at bookstores or from the publisher,
1-800-748-6273 with Visa or Mastercard
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Are You a Procrastinator?

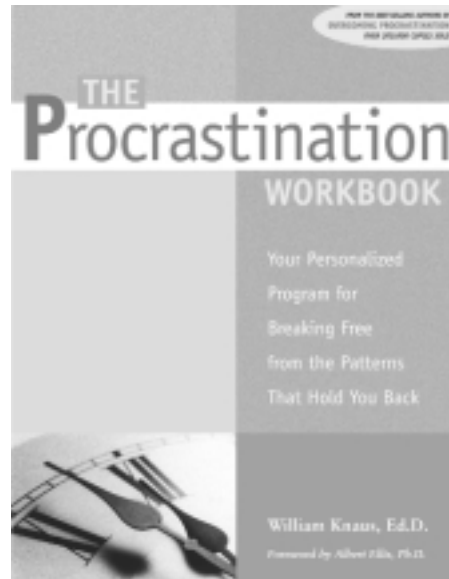
Do you habitually to put off what you know you can do easily?

Taking charge of and overcoming procrastination is a perplexing and frustrating challenge for 90% of the population.

Procrastination can rear it's ugly head at work, home, school, or in your personal relationships. Beyond just "being lazy", persistent procrastination is a destructive behavior that can diminish the fulfillment, quality, and enjoyment of your personal and professional lives.

In *The Procrastination Workbook*, easy questionnaires and fill-ins help readers discover their individual procrastination styles, learn to identify the root causes of the dreaded *p*-problem, and find workable solutions to end delays now.

Based on over thirty years of clinical experience and research into the causes and treatments of procrastination, William Knaus, Ph.D., the best-selling author of *Do It Now!* and *Overcoming Procrastination*, offers the very best insights and techniques ever compiled into an easily manageable step-by-step program. Straightforward practical techniques help readers avoid troublesome triggers and impulses related to distinct behavior patterns.



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William J. Knaus, Ph.D., is a licensed psychologist with over thirty years of clinical experience and research specializing in procrastination and its treatments. As a preeminent expert in this area, Knaus has conducted scores of workshops and groups for procrastinators, appeared on *Good Morning America*, and been interviewed for *U.S. News and World Report*, *Self*, *The New York Times*, *The Washington Post*, and *The Chicago Tribune* articles. Knaus is the former Director of Training at the Albert Ellis Institute for Rational Emotive Behavior Therapy. He is the author of several best-selling books, including *Do It Now!* and *Overcoming Procrastination* with Albert Ellis. Dr. Knaus is a practicing psychologist living Massachusetts.

What's Been Said About

The Procrastination Workbook

"Needless delays lead to many problems including underachievement, interpersonal conflict, and personal guilt, and distress..This workbook presents a very clear and helpful plan for its readers. Knowledge about procrastination is coupled with exercises to help the procrastinator move forward in small steps, which add up to big changes."

-Howard Kassinove, Ph.D., ABPP, Professor and Chairman,
Department of Psychology, Hofstra University, Hempstead, NY

"This book vigorously shows how to enjoy your life with less stress, strain, and greater gain - provided you unprocrastinatingly read it!"

-Arnold A. Lazarus, Ph.D., ABPP, Professor and Chairperson,
Rutgers University, and co-author *The Sixty Minute Shrink*

"Procrastinators need all the help they can get, especially in maintaining progress toward overcoming what is a rather common phenomenon. ***The Procrastination Workbook*** is a valuable resource for those seeking to change. It is a great contribution at both the conceptual and applied levels. It is a valuable resource for mental health professionals and those of their clients who are procrastinators."

-Stephen G. Weinrach, Ph.D., Professor
Villanova University

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Procrastination Hot-spots Quiz

Directions: Circle the number that best describes where you stand on each item.	Definitely false for me	Mostly false for me	Somewhat true for me	Definitely true for me
1. I often put off activities of daily living such as washing, cleaning, auto care, errands, etc.?	1	2	3	4
2. I have great ideas and plans that remain stuck on the "drawing board".	1	2	3	4
3. I routinely cram at the last minute before exams.	1	2	3	4
4. I meet my responsibilities promptly and easily fulfill commitments to others.	1	2	3	4
5. I am easily sidetracked.	1	2	3	4
6. When facing unpleasant tasks I look for guarantees before acting.	1	2	3	4
7. I feel overwhelmed with too many things to do.	1	2	3	4
8. My delays hinder others. People often have to accommodate my tardiness.	1	2	3	4
9. I am tired of wasting time and letting the work pile up.	1	2	3	4
10. I am ready to kick the procrastination habit now.	1	2	3	4

How to interpret your score:

Questions where you scored 3 or 4 are procrastination hotspots. Locate the question numbers for each hotspot issue and find the pages in **The Procrastination Workbook** specifically relating to that issue.

Questions		Pages
6	Fear of failure	50-51
3	Cramming	128
4,8	Social procrastination	29-30
1	Maintenance procrastination	1
7	Discomfort and dodging	45-48,102-103
2,9	Behavioral procrastination	36-37
5	Diversions	101-114

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Suggested Interview Questions for

The Procrastination Workbook

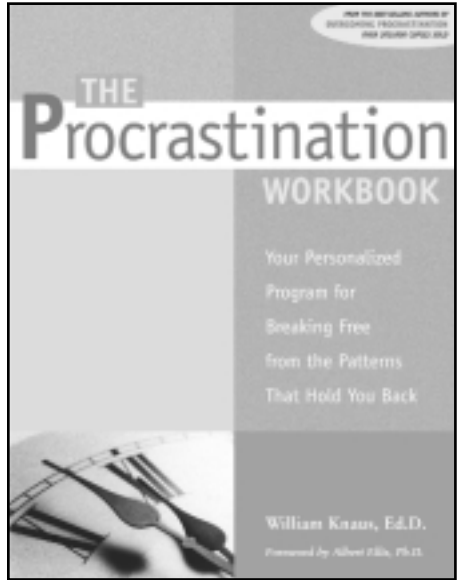
by **William Knaus, Ed.D.**

1. Most people procrastinate to varying degrees. How do you know when procrastination is a severe problem and handicapping you?
2. How can chronic procrastination be detrimental in personal relationships?
3. What are some of the most persistent and problematic procrastination issues?
4. You suggest planning ahead is key to overcoming procrastination. How so?
5. What are a few simple beginning strategies for dealing with procrastination?
6. In ***The Procrastination Workbook*** you make a distinction between procrastination issues and patterns. Please explain how procrastination issues differ from procrastination patterns? And which is the more problematic of the two?
7. How can someone that struggles with accomplishing tasks complete the program suggested in this book?
8. What are procrastination triggers? What impact can they have on postponing impulses and/or delaying behavior?
9. How should a chronic procrastinator go about resolving their individual procrastination issues?
10. Can procrastination ever be beneficial? How so?

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