

**MENTAL
TOUGHNESS
DEVELOPMENT
TOOLKIT
COACHING TOOLKIT**

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PROCRASTINATION

Support Materials & Resources:

A downloadable version of the procrastination questionnaire is found in the toolkit.

Running the exercise:

Paper and pencil. Provide each individual with a copy of the procrastination questionnaire which provides basic instructions and guidance for reflection.

1. Explain that they will do an exercise which will help them to think how it makes them feel when they don't do what they said they would do and how that impacts on their general performance and wellbeing.

2. Explain that:

You have a procrastination questionnaire in front of you. This will help you to think

about when and why you sometimes (or maybe often) you don't do what you are supposed to do.

When you've completed the questionnaire, you will calculate a score. The instructions

are on the sheet. You have 5 minutes to do this.

*Then turn the sheet over and that will help you to think about how you might procrastinate less, get more done and feel better for it.

You will have 10 minutes to do this.

Review:

Check to see if the individual recognises themselves in this exercise and accepts their self-assessment. Get them to think about two things:

- What does this do to their mood (positive thinking)?
- What does this mean for their performance and getting things done?

When it comes to action planning, it can be a good idea to pair people as "buddies", sharing their action plans and working together to monitor and implement what they have committed to doing.

PROCRASTINATION

Background

This is an exercise which leads us to think about prioritising, planning and control. It works well as an introductory session to planning and control techniques – Urgent vs Important; 4-2-1 planning technique; Gantt Charts; Force Field Analysis; Setting SMART Goals and Revision Timetables. Because, there is a score generated it can be useful to re-run this exercise after a few weeks to enable individuals to see if they have made a difference – if so – how do they feel? If not – why not and what does that mean for the mood and their performance?

Discussion Guides:

- Was the individual surprised with some of the feedback?
- Are there things about which they procrastinate more than others?
- How do they feel when they don't do what they should have done?
- Would they like to feel differently?
- What would be the effect of feeling more positive?
- Taking one step at a time – what would be the one thing they would want to do better in terms of keeping promises? What could they do to achieve that?

Common reasons for procrastination include:

Poor time management	Unable to prioritise or uncertain of priorities.
Difficulty concentrating	Too many distractions, bored.
Fear & Anxiety	Fear of failure, and/or success.
Personal problems	Financial problems, family issues, etc.
Perfectionism	Unrealistic expectations.
Dislike task	Self-deception - make task not as important as it really is
Negative beliefs	Lack of confidence in abilities; feel overwhelmed by the task/tasks, difficulty dealing with setbacks.

RECOGNISING YOUR BLOCKERS

Support Materials & Resources

Paper and pencil

Running the exercise:

An exercise which typically takes around 10-15 minutes to complete.

A blocker is a psychological barrier that prevents you from working. Blockers can be in the form of behaviour, thought patterns or habits. It is important that we recognise, acknowledge and break down these blockers. There are four phases to identifying signs of blockers.

Explain that:

You are going to identify the barriers that prevent you from working.

1. Initial lack of motivation

The feeling that you don't want to complete a piece of work.

2. Bypassing Conscience

Most people will feel guilty when they put off completing a piece of work. But sometimes we can bypass that conscience by purposely re-thinking the situation to make us feel better.

For example:

I have worked very hard. I deserve a break

3. Creating an Opportunity There needs to be something nearby that can distract you. We often work near others, next to our phones or with the TV on. You are subconsciously looking for a distraction.

4. Getting away with it If you feel you have gotten away with it then the thought pattern will continue.

RECOGNISING YOUR BLOCKERS

Coach/ Advisor Review

Ask individuals about the blockers they have identified.

How does that make them feel?

How can they change their thought patterns?

How can they overcome and eliminate the blockers?

How does that make them feel?

What can they achieve if they overcome those blockers?

Background:

This is an exercise which will help individuals to improve their outlook, to show them how to optimise their time, reduce distractions and show them what they can achieve.

NOT TO DO LIST

Running the exercise:

This is an exercise which can be completed on a monthly basis as part of a coaching session with an individual, or on their own.

The aim is for the individual to identify things that slow them down or distract them from achieving their true goals. Once the individual can identify the things getting in their way, they should feel more capable, and more in control of achieving their goals (as well as more confident in doing so).

Firstly, get the individual to write down their Desired Goal. For example, this could be; to get an interview for a promotion, be less stressed etc.

Explain to the individual that the aim here is for them to identify the things NOT TO DO.

The individual should think about a typical day in their life starting from the beginning of the day, working towards the end of the day, and considering the day to be in segments (morning, lunchtime, afternoon, evening). The individual should then identify different distractors for each segment of the day.

The more specific the better. Examples of distractors might be: checking their social media, replying to texts, checking their emails.

Background:

There are usually activities in everyone's life which distract or stop us from achieving our goals.

In order to stop this, it is important not only to identify these distractors but also to take action and do something else instead. By doing so, we can regain control over our goals and enhance our ability to achieve these goals.

NOT TO DO LIST

Desired Goal:

Distraction (be specific)	Impact	My NOT TO DO LIST. I will stop...	I will instead
Example: I keep stopping my work to check the sports scores.	I lose focus on my work, and end up taking much longer than necessary to complete a piece of work.	Stop checking the sports scores.	Turn off my phone. Schedule a specific time when I can check the sports scores.