

Organizational Behavior

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What is
procrastination?

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What is procrastination?

1. Procrastination is a bad habit of intentionally delay work or task or assignment that need to be done.
2. Procrastination is an act of replacing high-priority action with low-priority action.
3. Procrastination is a habit of put off things.

Why procrastination is an important issue for modern organizations?

Because up to 60 percent of employees experience procrastination in workplace.

Because there are so many costs associated with procrastination of employees.

Because procrastinate employees become ineffective and low productivity employees.

What are the costs of
procrastination?

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Costs of Procrastination

- 1. Last minute work
- Procrastination means employee will delay doing his work until the last minute. Employee will either miss the dateline or asking for more time.
- Example: John procrastinated his project and he missed the dateline. Then, he made up a story that his little baby is ill. Finally, he asked for more time to do the project.

Costs of Procrastination

- 2. Poor Quality of Work
- Procrastination means employee will delay to do his work. When the HR manager threatens to fire him, he will do a poor quality of work in a short time that he has left.
- Example: John procrastinated his project again. But this time, HR manager said if he did not finish his work on time, he would be fired. So John finished his work with poor quality of work.

Costs of Procrastination

- 3. Miss a good opportunity
- Procrastination often leads to a miss of good opportunity.
- Example: John supposed to write an application to apply for free trainings. He procrastinated and missed the dateline and lost his opportunity for free training.

Costs of Procrastination

- 4. A sense of guilt, stress, and crisis
- Procrastination often follows by a sense of guilt, stress, and crisis.
- Example: John procrastinated his project. During this time he became unhappy. He feel bad, guilt, and stress. He had a low sense of self-worth. His world became a crisis.

What are major causes of
procrastination?

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Major Causes of Employee Procrastination

- 1. Avoid an unpleasant task
- Example: I don't like this assignment at all and I don't want to do it now. This assignment is horrible. I will do it later.

Major Causes of Employee Procrastination

- 2. Lack of energy, or lazy, or no motivation
- Example: I am so tired and I can't do anything hard right now. I will do it later.

Major Causes of Employee Procrastination

- 3. Escaping from an overwhelming project
- Example: This assignment is too complex and it is too big. It scares me. I can't do it now. I will do it later.

Major Causes of Employee Procrastination

- 4. Don't know how and where to get started
- Example: I don't understand what my boss ask me to do. Just confused. I need help.
- I will do it later.

Major Causes of Employee Procrastination

- 5. Lack of discipline
- Example: I know the clear dateline. I know what to do but I don't have a strong disciplinary to do it now. I will do it later.

Major Causes of Employee Procrastination

- 6. Unclear goal and priority
- Example: I have too many things to do. I don't know which one is important. I will do it later.

Major Causes of Employee Procrastination

- 7. Fear of failure
- Example: I am afraid that I will fail or I will not be able to do it good enough. I will do it later.

Major Causes of Employee Procrastination

- 8. Fear of criticism
- Example: I am afraid that people will talk about me. They expect I will be do the assignment perfectly. I can't really do it. I will do it later.

Major Causes of Employee Procrastination

- 9. Fear of success
- Example: I am afraid that if I finish with this assignment successfully, my boss will give me more works. I will do it later.

Major Causes of Employee Procrastination

- 10. Urgency addiction
- Example: I love the urgency. I have habit of doing everything the last minute. I have time but I will do it later.

What important suggestions
to overcome
procrastination?

Five suggestions from HR manager

- 1. Create a positive environment
 - - Create a relax environment, not too much pressure of the environment
 - - Modify the workplace environment, minimize noise and distractions
 - - Help employees to get information they need

Five suggestions from HR manager

- 2. Divide the work into small pieces
- - Create a time line for each small piece of work
- - Divide the big assignment to many employees instead of one employee
- - Use teamwork to finish the big project

Five suggestions from HR manager

- 3. Do not expect super perfect work
- - Expect a quality of work but not super perfect work
- - Define the quality, the standard, and the procedure to employee and make sure that they understand and able to do it.

Five suggestions from HR manager

4. Provide extra training and special guideline

- - Provide a training to employee
- - Provide any important assistances that employee needs

Five suggestions from HR manager

- 5. Provide an incentive and motivate employee to work harder and work faster
 - - Provide an bonus if employees can finish the assignment before the dateline
 - - Keep reminding about the part the employee accomplish

Assignment # 4

- 1. What are five suggestions from the lecture to solve the problem of employee procrastination? Explain. Provide at least two suggestions of your own.
- 2. Provide at least three definitions of procrastination.
- 3. List and explain four costs of being procrastination.
- 4. List and explain 10 major causes of employee procrastination with one of your example for each.

Oral test: 10 major causes of employee procrastination

- 1. Avoid an unpleasant task
- 2. Lack of energy, or lazy, or no motivation
- 3. Escaping from an overwhelming project
- 4. Don't know how and where to get started
- 5. Lack of discipline
- 6. Unclear goal and priority
- 7. Fear of failure
- 8. Fear of criticism
- 9. Fear of success
- 10. Urgency addiction