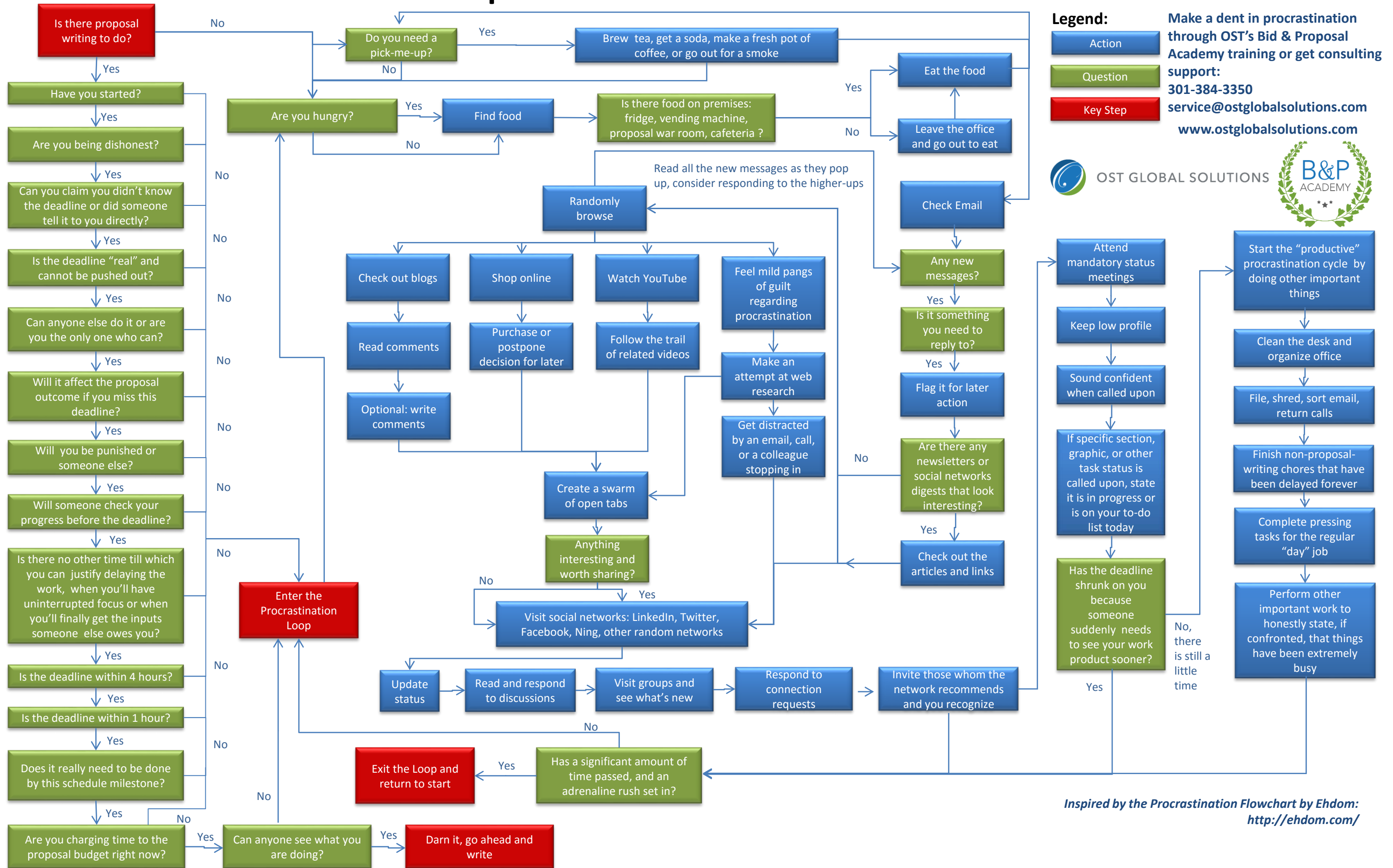


# Proposal Procrastination Flowchart



**Is there proposal writing to do?** (Key Step)

Yes

Have you started?

Yes

Are you being dishonest?

Yes

Can you claim you didn't know the deadline or did someone tell it to you directly?

Yes

Is the deadline "real" and cannot be pushed out?

Yes

Can anyone else do it or are you the only one who can?

Yes

Will it affect the proposal outcome if you miss this deadline?

Yes

Will you be punished or someone else?

Yes

Will someone check your progress before the deadline?

Yes

Is there no other time till which you can justify delaying the work, when you'll have uninterrupted focus or when you'll finally get the inputs someone else owes you?

Yes

Is the deadline within 4 hours?

Yes

Is the deadline within 1 hour?

Yes

Does it really need to be done by this schedule milestone?

Yes

Are you charging time to the proposal budget right now?

Yes

No

Do you need a pick-me-up?

Yes

Brew tea, get a soda, make a fresh pot of coffee, or go out for a smoke

No

Are you hungry?

Yes

Find food

Is there food on premises: fridge, vending machine, proposal war room, cafeteria?

Yes

Eat the food

No

Leave the office and go out to eat

Randomly browse

Read all the new messages as they pop up, consider responding to the higher-ups

Check Email

Any new messages?

Yes

Is it something you need to reply to?

Yes

Flag it for later action

Are there any newsletters or social networks digests that look interesting?

Yes

Check out the articles and links

No

Check out blogs

Shop online

Watch YouTube

Feel mild pangs of guilt regarding procrastination

Read comments

Purchase or postpone decision for later

Follow the trail of related videos

Make an attempt at web research

Optional: write comments

Get distracted by an email, call, or a colleague stopping in

Create a swarm of open tabs

Anything interesting and worth sharing?

Yes

Visit social networks: LinkedIn, Twitter, Facebook, Ning, other random networks

No

Update status

Read and respond to discussions

Visit groups and see what's new

Respond to connection requests

Invite those whom the network recommends and you recognize

Has a significant amount of time passed, and an adrenaline rush set in?

Yes

Exit the Loop and return to start

No

Enter the Procrastination Loop

No

Can anyone see what you are doing?

Yes

Darn it, go ahead and write

Attend mandatory status meetings

Keep low profile

Sound confident when called upon

If specific section, graphic, or other task status is called upon, state it is in progress or is on your to-do list today

Has the deadline shrunk on you because someone suddenly needs to see your work product sooner?

Yes

No, there is still a little time

Start the "productive" procrastination cycle by doing other important things

Clean the desk and organize office

File, shred, sort email, return calls

Finish non-proposal-writing chores that have been delayed forever

Complete pressing tasks for the regular "day" job

Perform other important work to honestly state, if confronted, that things have been extremely busy