

**PERFECTIONISM VS. THE HEALTHY  
PURSUIT OF EXCELLENCE\***

Perfectionism	The healthy pursuit of excellence
<ol style="list-style-type: none"> <li>1. You are motivated by the fear of failure or by a sense of duty.</li> <li>2. You feel driven to be number one, but your accomplishments, however great, never seem to satisfy you.</li> <li>3. You feel you must earn your self-esteem. You think you must be very "special" or intelligent or successful to be loved and accepted by others.</li> <li>4. You are terrified by failure. If you do not achieve an important goal, you feel like a failure as a human being.</li> <li>5. You think you must always be strong and in control of your emotions. You are reluctant to share vulnerable feelings like sadness, insecurity, or anger with others. You believe they would think less of you.</li> </ol>	<ol style="list-style-type: none"> <li>1. You are motivated by enthusiasm and you find the creative process exhilarating.</li> <li>2. Your efforts give you feelings of satisfaction and a sense of accomplishment, even if you aren't always "the greatest."</li> <li>3. You enjoy a sense of unconditional self-esteem. You do not feel you have to earn love and friendship by impressing people with your intelligence or your success.</li> <li>4. You are not afraid to fail because you realize that no one can be successful all the time. Although failure is disappointing, you see it as an opportunity for growth and learning.</li> <li>5. You're not afraid of being vulnerable or sharing your feelings with people you care about. This makes you feel closer to them.</li> </ol>

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filing that needs to be done. I would estimate that I have at least five hours of organizing and straightening up to do. When I decide to get started, I'll only do a little bit at first. Then I'll chip away at it over a period of a couple of weeks. That way it won't seem overwhelming. If I told myself I had to do it all at once, I might never get started.

**PROCRASTINATION  
COST-BENEFIT ANALYSIS**

What are you procrastinating about? Describe the task here:

Straightening my desk

List the advantages and disadvantages of procrastinating:

Advantages	Disadvantages
<ol style="list-style-type: none"> <li>1. I can do something else I want to do.</li> <li>2. It seems like a hideous chore.</li> <li>3. If I put it out of my mind, I won't have to think about it.</li> </ol>	<ol style="list-style-type: none"> <li>1. I feel guilty every time I look at it.</li> <li>2. I feel disorganized and I lose respect for myself.</li> <li>3. I can't find the things I need.</li> <li>4. It looks like a mess and my wife is annoyed about it.</li> <li>5. I don't enjoy the satisfaction of getting it done.</li> </ol>

40 — 60

**Outcome:** Weigh the advantages of procrastinating against the disadvantages on a 100-point scale, and put the score in the circles.

## THE PROCRASTINATION TEST\*

This test describes attitudes that some people have when they procrastinate. Put a check (✓) in the box that best describes your feelings:

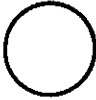

	0-NOT AT ALL	1-SOMEWHAT	2-MODERATELY	3-A LOT
1. I often put things off because I don't feel like doing them or because I'm not in the mood.				
2. I sometimes give up on tasks because they turn out to be more frustrating and difficult than I anticipated.				
3. I sometimes procrastinate because I'm afraid of failure.				
4. I don't like to start something if I feel I won't be able to do it perfectly.				
5. I often feel that I haven't accomplished anything worthwhile because I'm so critical of my work.				
6. When I procrastinate, I feel guilty and I tell myself I really <i>should</i> get started.				
7. I sometimes put things off when I feel annoyed or upset with people.				
8. I often agree to do things I don't really want to do because it's so hard for me to say no.				
9. I sometimes put things off because I feel that people are acting bossy and making unreasonable demands on me.				
10. I often feel like I have lots of things to do that I'm not very committed to or enthusiastic about.				

**PROCRASTINATION  
COST-BENEFIT ANALYSIS\***

What are you procrastinating about? Describe it here:

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List the advantages and disadvantages of putting it off:

Advantages	Disadvantages
	

**OUTCOME:** Weigh the advantages of procrastinating against the disadvantages on a 100-point scale, and record the score in the circles.

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## THE TIC-TOC TECHNIQUE\*

What are you procrastinating about? Describe it here:

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What negative feelings do you have when you think about doing it? Use words like "anxious," "guilty," "frustrated," or "overwhelmed" and indicate in parentheses how strong each one is between 0 percent and 100 percent.

Emotion	Rating	Emotion	Rating
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

TICs (Task-Interfering Cognitions)	Distortions (See list on page 206)	TOCs (Task-Oriented Cognitions)

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TIC-TOC (continued)

TICs (Task-Interfering Cognitions)	Distortions	TOCs (Task-Oriented Cognitions)

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CHECKLIST OF COGNITIVE DISTORTIONS\*

1. All-or-nothing thinking: You look at things in absolute, black-and-white categories.
2. Overgeneralization: You view a negative event as a never-ending pattern of defeat.
3. Mental filter: You dwell on the negatives and ignore the positives.
4. Discounting the positives: You insist that your accomplishments or positive qualities "don't count."
5. Jumping to conclusions: (A) Mind reading—you assume that people are reacting negatively to you when there's no definite evidence for this; (B) Fortune-telling—you arbitrarily predict that things will turn out badly.
6. Magnification or minimization: You blow things way up out of proportion or you shrink their importance inappropriately.
7. Emotional reasoning: You reason from how you feel: "I feel like an idiot, so I really must be one." Or "I don't feel like doing this, so I'll put it off."
8. "Should statements": You criticize yourself or other people with "shoulds" or "shouldn'ts." "Musts," "oughts," and "have tos" are similar offenders.
9. Labeling: You identify with your shortcomings. Instead of saying "I made a mistake," you tell yourself, "I'm a jerk," or "a fool," or "a loser."
10. Personalization and blame: You blame yourself for something you weren't entirely responsible for, or you blame other people and overlook ways that your own attitudes and behavior might contribute to a problem.

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