

## Speech Outline Example

Title: Procrastination

### I. Introduction

**A. Attention-getter:** It's Friday, the day after Thanksgiving, I'm recovering from a food coma, my blankets are so warm. I wake up. I'm met with immediate depression because I have this speech, I know I need to work on in the back of my head. How do I cure this you may ask? No better way than rolling over and escaping back into my dreams.

**B. Credibility:** This is not the first time I go through this cycle. I often find myself putting pleasure over pain, or painful tasks.

**C. Significance:** Whether we choose to admit it, each of us practice this behavior. We all had to do this speech, and I'm almost positive none of us got it done the day it was it assigned. We all did other things before and during this process, like spending time with loved ones. Let that type of behavior become a habit though, and we have a problem. Each of us would never advance in any aspect of our lives personally, academically, or professionally if we always put the most important things last.

**D. Thesis statement:** Today, I'm going to talk to you about procrastinating.

**E. Preview:**

1. First, you will learn what procrastination is
2. Then, I will explain how it can affect you
3. Lastly, I will cover two ways to prevent procrastination

## II. Body

**Point 1.** In an article for the Washing Post, Dr. Swanson, a psychologist that studies such behavior describes procrastination as “a strong and mysterious force that keeps people from completing the most urgent and important tasks in their lives.” (Swanson, 2016.)

### Sub-points

1. Procrastination results from lack of self-control
2. This habit is connected to our perceptions of time and self
3. Procrastination can be described as a coping mechanism

**Transition: Now that you have learned what procrastination is, I will inform you of its affects.**

**Point 2.** 46% of participants in an online survey conducted by Carleton University said that procrastinating had “quite a bit” of a negative impact on them. 18% of the participants said procrastinating had an “extreme negative effect”. (Letham, 2015).

### Sub-points

1. Procrastination is known for causing higher stress levels.
2. The eventual result is sense of failure, lack of sleep, a weaker immune system, and lower levels of happiness.

**Transition: After learning how seriously this habit can affect you, I want to cover a couple of ways that you can prevent procrastinating.**

**Point 3.** We must be realistic when we are determining how much time we have to complete our tasks and if our environment will allow us to do so.

### Sub-points

1. It’s easy to lose track of time or think we have more time than we do. I often find myself saying “I have time to cook dinner, clean up and finish homework”, however I usually get caught up being too involved in my surroundings and distractions.
2. According to Urban Thomas, a professional speaker and productivity consultant, “Sometimes it makes sense to be doing things that are easy and fun... but other times it makes much more sense to be doing things that are harder and less pleasant for the sake of the big picture, and that’s when we have a conflict”. (Urban, 2016).
3. We must be realistic, literal, and critical when determining our allotted time and environmental circumstances.

**Transition: Now that you have learned the most important step in preventing procrastination, I will discuss another solution.**

**Point 4:** We must appropriately prioritize and organize our tasks.

### Sub-points

1. Make a daily schedule or a list of the tasks at hand and decide which are most important.
2. Break each task into smaller tasks that are easier and can be completed quickly.
3. It is important to estimate “how long each task will take to complete, and then double that number so that you don’t fall into the cognitive trap of underestimating how long each project will take”. (Cherry, 2017).

### **III. Conclusion:**

#### **Restate Thesis:**

Today, I spoke with you about procrastination.

#### **Review Points:**

We now know:

**Point 1.** What procrastination is.

**Point 2.** How it can affect you.

**Point 3.** and we can now identify two ways to prevent this habit.

#### **Lasting Impression**

Now that we are aware of this awful habit, let's all get up and make a change today!

Well...maybe not today, but soon!

### **References**

Cherry, K. (2017, July 11). Ways to Overcome Your Procrastination. Retrieved November 01, 2017, from <https://www.verywell.com/tips-for-overcoming-procrastination-2795714>

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Swanson, A. (2016, April 27). The real reasons you procrastinate - and how to stop. Retrieved November 26, 2017, from [https://www.washingtonpost.com/news/wonk/wp/2016/04/27/why-you-cant-help-read-this-article-about-procrastination-instead-of-doing-your-job/?utm\\_term=.0ebf5115a74c](https://www.washingtonpost.com/news/wonk/wp/2016/04/27/why-you-cant-help-read-this-article-about-procrastination-instead-of-doing-your-job/?utm_term=.0ebf5115a74c).

Urban, T. (2016, February). Inside the mind of a master procrastinator. Retrieved October 26, 2017, from [https://www.ted.com/talks/tim\\_urban\\_inside\\_the\\_mind\\_of\\_a\\_master\\_procrastinator](https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator).