

Dear Bible Study Leader,

Welcome to *Freedom from Procrastination* Bible study! I hope you have a wonderful study. It's a fun study to lead because the class members are excited to grow and learn how to overcome procrastination. This common goal brings a sense of camaraderie in the class—the feeling that we're all in this together trying to get things done, develop habits, and accomplish things that we may not have the courage to try on our own.

*Freedom from Procrastination* a Bible study, but it's also a practical book for overcoming procrastination. In my own classes, I've had women use the study to develop workable routines for housework, begin and finish projects, start exercise habits along with daily to-dos, and even start a quiet time habit.

As they develop habits and finish to-dos, they don't just feel good about getting things done. They also gain hope that they can lead a life of not feeling overwhelmed all the time and also of being able to follow through on their goals and intentions.

The study is also a great opportunity to draw people into fellowship, love them, and help them make friends. The lessons lend themselves to discussion as they cover topics we all struggle with. Try to encourage discussion and a "we're all in this together" attitude as you go through the lessons.

If you're not a procrastinator yourself, you'll have to be careful to be accepting and encouraging when you see people in the class not always following through with what they said they would do. Some of your class members will make huge progress in overcoming procrastination but some may not make any progress. That's okay. We all learn at different speeds and God will help them wherever they're at.

If you're not a procrastinator by nature, join the camaraderie by choosing to work on a project or new habit during the study that you haven't been able to make yourself do no matter how hard you've tried.

The best way to prepare for the study is to just work through the lessons yourself, do the assignments, and pray for the people in your study. The book is divided into three sections: 1) Bible studies, 2) to-do lists & accountability charts, and 3) renewing exercises. I explain how to use each section in the introductory video (which you can find at [barbraveling.com/procrastination](http://barbraveling.com/procrastination)) and also in the "How to Use This Book" section on page 7 and the Sample To-Do List and Accountability Chart on page 154. You can also find all kinds of helpful resources at [barbraveling.com/procrastination](http://barbraveling.com/procrastination).

If you have questions I haven't answered in the leader's guide, email me at [barb@barbraveling.com](mailto:barb@barbraveling.com). I pray that God will bless you and your class as you do this study!

In Christ,  
Barb Raveling

# Class One: Introductory Class

## Goals for First Class

1. Get to know each other.
2. Begin a discussion on procrastination.
3. Understand how to use the hands-on portion of the book (to-do lists, accountability charts, and renewing exercises).
4. Gain hope that they can overcome procrastination

**Before class:** Have the books ready to go. (The only book you'll need is [Freedom from Procrastination](#).) Gather supplies to make nametags if you have a large group or a group where the participants don't know each other well. Prepare refreshments if you're planning to have them.

## During class:

1. Pass out the books.
2. Collect names, telephone numbers, and email addresses in case you need to contact anyone in the class.
3. 10-15 min - Getting to Know Each Other – see page 3 in Leader's Guide
4. 30-45 min - Procrastination discussion – see page 3 in Leader's Guide
5. 10-15 min - Either watch the video "Intro to Freedom from Procrastination" or go through pages 7-8 and 154-156 with them. Then answer any questions they may have – 15 minutes
6. 5 - Assign the Week One Bible study and ask them to try to do at least five to-do lists this week on pages 62-63. (You may want to suggest they put a bookmark there so they don't need to keep flipping pages.)
7. Optional: End with snack and time to visit. If you'd like a procrastination-themed snack, see below.

## Snack Option:

Procrastination Puffs (cream puffs or pudding-filled puffs). Could say something like this, "Our dessert today is procrastination puffs. Just as these cream puffs are filled with whipped cream (or pudding), our lives are often filled with procrastination. These cream puffs taste good and procrastination often feels good. But if we procrastinate too often it can wreak havoc with our lives. The same kind of havoc we'd experience if we sat around and ate cream puffs all day. During this class we'll invite God into our work habits and allow Him to fill us and change us. I'm excited to see what He'll do in us!"

Getting to Know Each Other  
(10-15 minutes)

Begin by asking everyone to introduce themselves. They could tell a little bit about themselves and also share 1) what areas of their lives they procrastinate the most and 2) what areas of procrastination cause them the most stress. If you have a large class, consider breaking into groups of 10 or less to introduce yourselves.

Procrastination Discussion  
(15-25 minutes)

After introducing yourselves, spend a little time discussing procrastination. This will help class members get to know each other and also help them begin to explore how procrastination affects them and how they learned it.

1. What are some of the reasons we procrastinate?
2. Often we learn lessons growing up that lead to procrastination in later years. Can you think of anything you learned about life, work, or doing hard things as a child that could make you more inclined to procrastinate?
3. How does procrastination affect us?
4. How would your life change if you were to stop procrastinating?
5. What would you like to get out of this study?

Assignment: Assign the Week One study and also tell them to jump in right away with their to-do lists, renewing, and accountability charts on page 62.

## Weeks 2-6

Each week you'll do two things: 1) Discuss that week's Bible study, 2) Allow the class participants to share how they did on their to-do lists and renewing that week. I usually do the Bible study first and then stop at a set time to do the sharing.

During class, you can just go through the study question by question or you could do more of a highlight approach. I'll share the questions I highlighted in class discussions when I taught the class, but you can also go through each of the questions if you have enough time.

## Class Two

What to Expect: This is a class of self-defined procrastinators so they may not have followed through on their Bible studies or to-do lists. Be sure to give grace and encouragement. The discussions will help!

Begin with prayer.

Discuss the Week 1 Bible Study.

- Questions I highlighted in class: 1-3, 7-9
- Writing content I highlighted: What did you think about what Barb said about the change process on pages 13-14 (between questions 3 and 4)?
- Optional: What was your biggest takeaway from this week's Bible study?

Discuss their progress during the week. Here are some sample questions:

- How did your week go? Did you do your to-do lists and renewing?
- Anyone have any victories or defeats they'd like to share? (If you have someone in the class that tends to give lengthy discussions of her defeats, you may want to drop that part of the question!)
- What did God teach you this week about overcoming procrastination? (Refer to page 62, the question under the Week One accountability chart.)
- What could we do this week to get ourselves to follow through on to-do lists and renewing? (Note: Could also ask if they want to set up accountability partners.)

If you have a hard time finding time for everyone to share, you could also consider breaking class up into smaller groups for sharing how their week went. Four people may be a nice size and it would also be a nice size if group members want to share accountability with each other.

Assignment:

- Week Two Bible Study
- Continue with to-do lists, accountability charts, and renewing during the week.

## Class Three

Begin with prayer.

Discuss the Week 2 Bible Study. This is what I did when I taught the class:

- I went over questions 3, 4, then I asked what did you learn from the Jonah example?
- What did you learn from questions 9-13?
- What did you learn from questions 14-15?
- Question 16 -- could ask "What gets in the way of asking for help?" I asked that and it was an interesting discussion
- Question 18-20

All of these questions were good and what happened in our class is that people discussed their hard projects and how God had convicted them through this chapter that they could do hard things and they ended the week feeling motivated to start their hard projects.

Discuss their progress during the week.

- You can use the same questions that worked well last week from the "Discuss their progress during the week" section of last week's leader's guide notes. I usually just asked the question, "What did you learn about procrastination this week?" as that's all I had time for.

## Classes Four - Six

By now you'll have a feel for your class and what the best method is for discussion. Continue on as before, either going through each question one at a time or grouping some of the questions if they go together and asking things like, "What did you learn from questions 8-10?"

Here are the questions I emphasized each week:

**Class Four (I Can't Do It):** I began with the question, "What kind of jobs do you typically say 'I can't do it' to?" Then I went over questions 2-5, 6 (I listed #6 as optional in my plan – some of these questions generate lots of sharing so I've skipped some of them just to get out of class in a timely manner. I was able to get through each Bible study in about an hour with lots of discussion, but they could easily have gone two hours since everyone had so much to share.), 7-8, 11, 14, then I referred to the paragraph right after #15 and asked "Why is helpful to know it will be hard to work on our projects and goals?", then discussed #17-18, mentioned how we need to go to God for help and finished up with #19 and the question, "What did you learn about overcoming procrastination this week?"

**Class Five** (I'm Too Overwhelmed to Do It): #1, 3 (optional), 4, 5 (optional). On page 42, I referred to questions 6 and 7, but rather than answering those, I asked, "What are you doing too perfectly?" and "Are those the same things you procrastinate?" Then went on to go through all of the remaining questions 8-13, May also be helpful to refer to the end-of-day work detox questions to see if anyone tried those, then finished up with the question, "What did you learn about overcoming procrastination this week?"

**Class Six** (I'm Too Afraid to Do It): This was the class I had the hardest time getting through all of the content. Not sure if it was just because it was the last class though and we were all hating it to end. I think to shorten it up the next time, I might just go through the last row in the chart – What did they focus on the midst of their scary situation? – Then #2, 3 (if time), 5-6, 8, 11-12, 13 (ask: What did you learn from the chart?), 14 – Also, if you've been reading all of the Scripture passages in these studies, I would just summarize most of the ones in this study as they're so long. End with these questions, 1) What has been your biggest takeaway from this class (or Bible study)? 2) What will you do to keep working on overcoming procrastination when this class is over?

Update to class six: The second time I taught it I used the above plan but this class wasn't sharing as much as the first class so I could easily have gotten through all of the content in the chapter. I would just use your own judgment – start going through the classes one by one and if it seems like you won't get through everything, consider following the above paragraph as to what I left out.

That's about it! I'm praying that you will enjoy teaching this study and continue to encourage and lift up your fellow classmates in prayer as you finish out the study. Both times I taught it, I found it super rewarding because of the great relationships we formed and the progress we made. My prayer is that the same will happen for you! If you have any questions, email me at [barb@barbraveling.com](mailto:barb@barbraveling.com).