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## Editorial

# The dual impact of procrastination: Unveiling its effects on various sectors with special reference to educational institutions

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## 1. Introduction

Procrastination, the act of delaying tasks or decisions, is a common human behaviour that affects individuals across various domains. In the corporate world, service industry, professional services, and educational institutions, the impact of procrastination can be both positive and negative. This article explores how procrastination influences these sectors and delves into its implications.

## 2. Impacts – Positive and Negative

Procrastination has some positive impacts. In some instances, procrastination can lead to unexpected bursts of creativity. When employees or students give themselves time to mull over a problem or task, their subconscious mind continues to work on it. This often results in innovative solutions and ideas that may not have surfaced under pressure. Taking short breaks between tasks can help alleviate stress and prevent burnout. Procrastination, if managed appropriately, allows individuals to recharge and return to tasks with a fresher perspective. This can enhance overall productivity and prevent mental exhaustion. Delaying a decision until one has gathered sufficient information and perspectives can lead to more informed choices. Procrastination in this context can be seen as a strategic delay that contributes to better decision-making

and problem-solving.

Similarly Procrastination has some negative impacts too. Procrastination often leads to tasks piling up, resulting in a backlog that can overwhelm employees, students, or professionals. This negatively impacts productivity, as deadlines become more challenging to meet, and rushed work may not meet the desired quality standards. In the corporate world, delays in seizing opportunities can be detrimental. Procrastination may cause firms to miss out on lucrative deals, partnerships, or market trends, thereby hindering growth and competitiveness. Procrastination can tarnish an organization's reputation, especially in the service industry and professional services. Delays in delivering promised services or projects can erode client trust and loyalty, leading to long-term negative consequences. Educational institutions often witness students procrastinating on assignments and exam preparations. This can lead to subpar academic performance, missed learning opportunities, and lower self-esteem among students.

Procrastination undermines effective time management, making it difficult for individuals to allocate appropriate time to various tasks. This imbalance can lead to uneven distribution of efforts and suboptimal results.

## 3. Merits and Demerits

Creative Incubation is one of the advantage of procrastination. Procrastination can sometimes lead to

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unexpected moments of inspiration. Allowing thoughts to simmer in the back of the mind while not actively working on a task can lead to innovative solutions or creative breakthroughs. In certain situations, putting off a task might provide a temporary sense of relief reducing the stress, especially if the task is particularly challenging or emotionally taxing. Taking a step back and regaining composure before tackling a task can sometimes result in improved outcomes. Delaying less important tasks in favour of more critical ones can help individuals focus on what truly matters. Procrastination can inadvertently assist in distinguishing urgent tasks from those that can be addressed at a later time by prioritising the tasks. When individuals eventually face the pressure of a deadline due to procrastination, they might develop improved time management skills to efficiently complete the task within the limited timeframe.

Procrastination has certain demerits too. One of the most significant drawbacks of procrastination is its negative impact on productivity. Delaying tasks often results in a rushed execution, leading to lower quality work and missed opportunities for improvement. While procrastination might offer momentary relief, it often leads to heightened stress levels as deadlines approach. The looming pressure to complete tasks within a restricted timeframe can cause anxiety and negatively affect mental well-being. Procrastination can lead to missed opportunities in both personal and professional spheres. Failing to act promptly can mean missing out on chances for advancement, learning, and growth. Procrastination can spill over into relationships, as delayed commitments and unfulfilled promises erode trust and goodwill. Constantly postponing joint activities or tasks can strain friendships and partnerships. Procrastination may lead to negative impact on health. The stress associated with procrastination can have physical implications, contributing to sleep disturbances, headaches, and even chronic health issues over time. Frequent procrastination can lead to a sense of guilt and lower self-esteem. Continuously failing to meet self-imposed deadlines or goals can erode one's confidence and belief in their abilities. Chronic procrastination can lead to a pattern of delayed responsibilities, hindering personal growth and achievement of long-term goals. This can result in a cycle of missed opportunities and unfulfilled potential.

#### 4. Strategies to Overcome Procrastination

1. *Task Breakdown:* Divide larger tasks into smaller, manageable subtasks. This can make the overall task appear less daunting and provide a sense of accomplishment upon completing each subtask.
2. *Set Clear Goals and Deadlines:* Establish clear goals with specific deadlines. Having a tangible target can enhance motivation and help overcome the tendency to procrastinate.

3. *Use Time Management Techniques:* Techniques like the Pomodoro Technique (working for a focused period followed by a short break) can help maintain focus and prevent distractions.
4. *Create Accountability:* Share your goals with a friend, family member, or colleague who can provide encouragement and hold you accountable for your progress.
5. *Reward Yourself:* Set up a reward system for completing tasks on time. Positive reinforcement can help create a positive association with completing tasks promptly.
6. *Mindfulness and Self-awareness:* Practicing mindfulness can help individuals become more aware of their thought patterns and triggers for procrastination, enabling them to address these issues effectively.

#### 5. Procrastination and Educational Institutions

Procrastination, often seen as a common challenge, can have significant negative repercussions within educational institutions. This behaviour affects various stakeholders, including principals, directors, faculty members, and administrative staff. In this article, we examine how procrastination impacts each of these stakeholders and the broader educational environment.

Procrastination among principals and directors can lead to delays in strategic planning and decision-making. Failing to address important administrative matters promptly can hinder the institution's growth and development. Procrastination in allocating resources, addressing personnel issues, or implementing innovative educational methods can weaken the institution's competitive edge. Faculty members are crucial to the learning experience, and their procrastination can detrimentally impact students. Procrastinating on preparing course materials, grading assignments, or providing timely feedback can result in inconsistent learning experiences, diminished student engagement, and reduced academic performance. It also erodes student-teacher relationships and can damage faculty credibility. The smooth functioning of educational institutions relies on the efficiency of administrative staff. Procrastination in handling administrative tasks, such as admissions, scheduling, and record-keeping, can lead to confusion, delays, and increased workload. This, in turn, can create an atmosphere of inefficiency that affects all stakeholders, from students to faculty members. Procrastination's negative impact on individual stakeholders can collectively harm the overall educational environment. When key decisions are delayed, institutional progress can stall, leading to decreased morale among staff and a decline in the quality of education offered. Inefficiencies caused by procrastination can also trickle down to students, affecting their learning experience and academic success.

Consistent procrastination among stakeholders can harm an institution's reputation. Delayed responses to inquiries, unresolved issues, and a general lack of accountability can create a negative perception among students, parents, and the community at large. Such reputation damage can hinder enrollment and hinder the institution's long-term growth.

To mitigate the negative impact of procrastination, educational institutions must take proactive measures:

Offering training to staff and faculty members on effective time management techniques can help individuals prioritize tasks, set realistic goals, and meet deadlines. Foster open communication among stakeholders to ensure that everyone is aware of their responsibilities and timelines. Clear expectations can reduce the likelihood of unnecessary delays. Implement technology solutions that streamline administrative processes. This can help reduce the chances of procrastination due to manual inefficiencies. Establish a culture of accountability within the institution. Encourage stakeholders to take ownership of their tasks and deliverables, minimizing the tendency to procrastinate. Principals and directors should model proactive behaviour, demonstrating the importance of timely decision-making and efficient management.

Procrastination's negative impact on educational institutions is a multifaceted challenge that affects principals, directors, faculty members, and administrative staff alike. By recognizing the potential consequences and taking proactive steps to address procrastination, educational institutions can foster an environment of efficiency, accountability, and enhanced educational

quality.

In short, procrastination, when harnessed effectively, can lead to positive outcomes such as creativity, stress reduction, and improved decision-making. However, its negative impact on productivity, missed opportunities, reputation damage, academic performance, and time management cannot be overlooked. It is crucial for individuals and organizations to strike a balance, leveraging the benefits of strategic delays while minimizing the drawbacks. Recognizing the triggers of procrastination and implementing strategies to manage it can contribute to better performance and outcomes across various sectors.

## 6. Conflict of Interest

None.

## Author biography



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