

# Procrastinators Anonymous

## Zoom Meeting Format

Welcome to the **Wednesday Zoom Into Action** meeting of Procrastinators Anonymous. This is a closed meeting, which means that it's open only to those who acknowledge that they are compulsive procrastinators or suspect they might be. Compulsive procrastination is the habitual delay of starting or finishing a task despite knowing it might have negative consequences. The meeting is 1 hour long.

My name is \_\_\_\_\_ and I'm a procrastinator. I'll be leading the meeting today.

I'll share the Preamble now. Will someone volunteer to read it? *[[share the preamble on screen]]*

I'll share the Steps now. Will someone volunteer to read it? *[[share the steps on screen]]*

Now I'll read the Tradition corresponding to this month. *[[chairperson reads the tradition of the month]]*

This is a discussion meeting with a focus on the PA Steps and Tools. On the first Wednesday of each month, the discussion topic will be the Step associated with that month – for example, Step 1 in January and Step 2 in February. All other Wednesdays, the discussion topic will be one of the PA Tools, selected by the volunteer who reads the Tools. At 30 minutes we'll take a break for the 7<sup>th</sup> Tradition and PA-related announcements. In the last 5 minutes, we'll briefly state actions that we plan to take today or this week to overcome our procrastination.

I'll share the Signs now. Will someone volunteer to read the Signs? *[[share the signs on screen]]*

I'll share the Tools now. Will someone volunteer to read the Tools? *[[share the tools on screen]]*

*[[If it's a Tools discussion week...]]* Please select a tool for discussion, and tell us in a sentence or two why you chose that tool.

*[[If it's a Step week...]]* This is a Step week. Since it's the \_\_\_\_\_ month, we will discuss Step \_\_\_\_\_.  
*[[Read the step.]]*

### **Meeting Norms:**

Crosstalk guidelines help keep our meeting safe. Crosstalk means giving unsolicited feedback or advice, interrupting a speaker or directly addressing another speaker's share in your own share, making "you" or "we" statements, giving feedback, or making comments on another person's share, including a point of order. In our meetings we speak about our own experience, and we listen without comment to what others share. We work toward taking responsibility in our own lives, rather than giving advice to others.

Please focus your share on issues of procrastination and your recovery from it. You may mention other 12 step programs, but only as they pertain to your recovery from procrastination.

When you share, please tell us your first name and, if you're comfortable, your location. This helps to facilitate connection and outreach.

Shares are limited to 3 minutes with a 1 minute warning. Would someone volunteer to keep time? *[[Thank the volunteer, and ask them to give the time warnings out loud because people may not be able to see them.]]*

Please acknowledge *[[Timekeeper's]]* 1-minute warning by saying "Thank you", and at 3 minutes please wrap up your share.

Before we begin sharing, we want to welcome newcomers (people who have attended 6 meetings or fewer). Are there any newcomers who would like to introduce themselves?

Welcome! It is suggested you attend at least 6 meetings before deciding if PA is right for you. That way you have time to identify with the speakers, begin to absorb the PA concepts, and learn more about the program. Newcomers will have an opportunity to ask questions after the meeting, when some of us stay on for a while.

Please use Zoom's hand-raise feature to indicate you'd like to share. If you're on a computer or smart device, open the Participants list, then select yourself, and you'll see the Hand Raise option. If you're phoning in, it's \*9 to raise or lower your Zoom hand. I will call on people to share in the order in which their hands are raised. Please raise your Zoom hand now if you'd like to share on today's topic of \_\_\_\_\_, or any other topic related to procrastination.

*[[discussion time]]*

### **It's time for our 7<sup>th</sup> Tradition break and announcements:**

PA has no dues or fees, we are self-supporting through our own contributions, but we do have expenses for the Zoom account and maintenance of the PA Web site. Contributions can be made via PayPal on the PA Web site at <http://procrastinators-anonymous.org/contribute> (I'll post the link in the chat), or by sending a contribution via PayPal to [pro@procrastinators-anonymous.org](mailto:pro@procrastinators-anonymous.org) (I'll post this in the chat, too). Please give what you can, but if you can give nothing for now, keep coming back because you are more important than your money.

If you're available for sponsorship or outreach (that is, receiving phone calls or email from others on the meeting), or you're looking for an accountability partner, please type your contact information in the chat area. Remember to include your time zone with your phone number, and say whether you're on WhatsApp.

*[[Describe the PA Web site features, and announce that people need to email [pro@procrastinators-anonymous.org](mailto:pro@procrastinators-anonymous.org) to register due to spammers.]]*

Business meetings are held on the last week of each month, following the break. Please send an email to [pro@procrastinators-anonymous.org](mailto:pro@procrastinators-anonymous.org) to propose an issue for discussion.

Does anyone else have any PA announcements?

*[[If it's the last week of the month, the business meeting will begin now. Otherwise...]]*

Now we will resume sharing until 25 minutes past the hour. This leaves 5 minutes for sharing actions and closing the meeting. The meeting ends at half past the hour. The topic for today is \_\_\_\_\_, or you may share on any other topic related to procrastination. Please raise your Zoom hand if you'd like to share.

*[[discussion time]]*

*[[If no one new wants to share and there's still time:]]*

If everyone who wants to has shared once, we will divide the remaining time so everyone who wants to can share again. Please raise your Zoom hand if you'd like to share again.

*[[discussion time]]*

That's all the time we have for sharing. Now we will briefly share some actions we plan to take today or this week to overcome procrastination and improve our lives. Who would like to share actions? (Please jump in popcorn style.)

In closing, please note that the opinions expressed here are strictly those of the individuals who gave them. Take what you like and leave the rest.

If we are to recover, we must feel free to say what is in our minds and hearts, so please remember to respect anonymity. Let whom you see here and what was said here stay here when you leave here.

Let's close with a moment of silence, followed by the Serenity Prayer.

God, grant me  
the serenity to accept the things I cannot change,  
the courage to change the things I can,  
and the wisdom to know the difference.  
Amen.