

Procrastinators Anonymous Zoom Meeting Format

Welcome to the **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]]*

[[If it's NOT a Step week...]]

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

I'll share the Traditions now. Would someone please read the tradition corresponding to this month and the 12th tradition?
[[share the traditions on screen]]

The format of this meeting changes week to week. The first week of each month is a discussion meeting where the topic is the Step associated with that month – for example, Step 1 in January and Step 2 in February. The second week of each month is a speaker meeting with a 15 minute qualification. All other weeks are discussion meetings where the topic is one of the PA Tools, selected by the volunteer who reads the Tools. At the halfway point we'll take a break for the 7th Tradition and PA-related announcements. In the last few minutes, we'll briefly share successes, or actions we plan to take today or this week to overcome our procrastination.

[[If it's a Step week...]]

This is a Step week. Since it's the _____ month, we will discuss Step _____.

[[Share the Step Guide for the step of the month, and ask for a volunteer to read the step and its description.]]

[[If it's a Speaker meeting...]]

This week is a speaker meeting. I'll read the sign and tool for this month, then the speaker will take 15 minutes to share their experience, strength and hope – what it was like, what happened, and what it's like now – with an optional focus on the sign and tool of the month.

Would someone please 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.]]*

[[Read the sign and tool for the current month – e.g. #1 in January, #2 in February.]]

Please welcome _____. *[[Ask the speaker what time warnings they want, then the qualification]]*

[[If it's a Tools discussion week...]]

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]]*

Please select a tool for discussion, and tell us in a sentence or two why you chose that tool.

[[Take the 7th tradition break at half time. When there's a speaker, it will generally be right after the speaker finishes. Otherwise, read "Meeting Norms" first.]]

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 except to express identification, making "you" or "we" statements, giving feedback (good or bad), or making comments on another person's share. Note that these guidelines also apply to comments typed in the chat. 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.

[[If it's a Step or Tools meeting – otherwise we already have a time keeper.]]

Would someone please 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 to everyone! 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 phoning in, press *9 to raise or lower your Zoom hand. I will call on people to share in the order in which their hands are raised. You can see the order (except for yourself) by opening the Participants list. 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 7th 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 (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 to register due to spammers. Describe the Slack group.]]

Business meetings are held on the last week of each month, following the break. Please send an email to *[[email of meeting contact or business chair]]* 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 – time for 15 minutes. Otherwise...]]

Now we will resume sharing until 10 minutes *[[5 minutes if there are fewer than 10 people]]* before the end of the meeting. This leaves time for sharing successes and actions, and closing the meeting. [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]]

That's all the time we have for sharing. Now we will briefly share a success we've had in the last week, or an action we plan to take this coming week to overcome procrastination and improve our lives. Who would like to share a success or action? (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. Unmute to join in.

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.