

## Supplemental Materials

### Study 1 Materials

#### Task Scenario

(from Kruger & Evans, 2004).

For this study, we would like you to engage in a visualization exercise of a hypothetical (imaginary) event. This means that for the duration of the study, you should try to think about and experience the scenario as something that is real and happening to you.

Imagine that you were studying in a coffee shop one day when an extremely attractive person sat down at the table next to yours. The two of you made eye contact for a brief second. Feeling the blood rush hotly to your face, you averted your eyes and looked back down to your book. You found it hard to concentrate because you kept wanting to look up and catch another glimpse of the person. When you could stand it no longer, you finally looked up and saw that the person was looking directly at you and smiling. The person then casually got up and came over to sit at your table. After a wonderful conversation of about thirty minutes, the two of you decided that it would be an excellent idea to meet again Saturday night. You suggested “Silver Creek,” a very fancy restaurant. You also told the person that the night would be your treat and offered to pick them up. After agreeing to 8:00PM, the person waved goodbye and walked out of the coffee shop

#### Planning Instructions

Now, imagine that it is 2:00 p.m. on Saturday. You have no plans for the afternoon except getting ready for your date at 8:00 p.m.

*Unspecified planning condition (control)*

At this time, we would like you to list each and every step you would have to do to get ready for the date in as much detail as possible. That is, you should try to picture in your mind the steps you will work through in order to reach your goal (i.e., getting ready for your date). Keeping your goal in mind, we would like you to use the timeline below to think carefully and imagine the main steps that you intend to use to reach your goal. Please work through the timeline listing all of your steps for each interval of time.

2:00 p.m. [text box]

2:30 p.m. [text box]

:

8:00 p.m. [text box]

*Forward planning condition*

At this time, we would like you to list each and every step you would have to do to get ready for the date in as much detail as possible. Also, we want you to develop your plan in a particular

way called forward planning. Forward planning involves starting with the very first step that needs to be taken and then moving onward from there to the end in a chronological order. That is, you should try to picture in your mind the steps you will work through in order to reach your goal (i.e., getting ready for your date) in a forward direction. Keeping your goal in mind, we would like you to use the timeline below to think carefully and imagine the main steps that you intend to use to reach your goal in a forward direction. Please work through the timeline listing all of your steps for each interval of time in a forward, chronological direction.

2:00 p.m. [text box]

2:30 p.m. [text box]

⋮

8:00 p.m. [text box]

### *Backward planning condition*

At this time, we would like you to list each and every step you would have to do to get ready for the date in as much detail as possible. Also, we want you to develop your plan in a particular way called backward planning. Backward planning involves starting with the very last step that needs to be taken and then moving backward from there to the beginning in a reverse-chronological order. That is, you should try to picture in your mind the steps you will work through in order to reach your goal (i.e., getting ready for your date) in a backward direction. Keeping your goal in mind, we would like you to use the timeline below to think carefully and imagine the main steps that you intend to use to reach your goal in a backward direction. Please work through the timeline listing all of your steps for each interval of time in a backward, reverse-chronological direction.

8:00 p.m. [text box]

7:30 p.m. [text box]

⋮

2:00 p.m. [text box]

## **Dependent Measures**

### *Time predictions*

Completion time: At what time would you be ready for the date? ( \_\_ : \_\_ PM)

Start time: At what time would you start getting ready for the date? ( \_\_ : \_\_ PM)

Performance time: How long would it take you to get ready for the date? ( \_\_ hours)

### *Planning insights*

1. Going through this planning exercise helped me clarify the steps I would need to take to properly prepare for a date. (1 = *Strongly disagree* – 7 = *Strongly agree*)
2. Going through this planning exercise made me think of steps that I wouldn't have thought of otherwise. (1 = *Strongly disagree* – 7 = *Strongly agree*)
3. Going through this planning exercise made me break down my plans into important steps.

(1 = *Strongly disagree* – 7 = *Strongly agree*)

4. Going through this planning exercise made me think of potential problems or obstacles I could encounter. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Difficulty*

1. Going through this planning exercise was a difficult task to complete. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Obstacles*

1. In preparing for the date, how difficult would it be to stick to the step-by-step plan that you developed? (1 = *Not at all*, 7 = *Extremely*)

2. In preparing for the date, how likely is it that you would need to carry out extra steps that you didn't think to include in your plan? (1 = *Not at all*, 7 = *Extremely*)

3. In preparing for the date, how likely is it that you would encounter problems when preparing? (1 = *Not at all*, 7 = *Extremely*)

4. In preparing for the date, how likely is it that you would be delayed by interruptions or distractions from outside events (i.e., other events and activities that would compete for your time)? (1 = *Not at all*, 7 = *Extremely*)

### *Control*

1. I feel confident and in control of the situation. (1 = *Strongly disagree* – 7 = *Strongly agree*)

2. I have control over how I prepare for my date. (1 = *Strongly disagree* – 7 = *Strongly agree*)

3. I have control over when I prepare for my date. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Time pressure*

1. I feel like I have a lot of time before the date. (R) (1 = *Strongly disagree* – 7 = *Strongly agree*)

2. I feel like I have enough time to prepare for the date. (R) (1 = *Strongly disagree* – 7 = *Strongly agree*)

3. I feel like I could use some more time to prepare for the date. (1 = *Strongly disagree* – 7 = *Strongly agree*)

4. I feel under a lot of time pressure. (1 = *Strongly disagree* – 7 = *Strongly agree*)

5. I feel stressed about being able to get ready in time. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Subjective closeness*

1. The date feels... (1 = *Very close* – 10 = *Very far away*)

### *Motion perspective*

1. Imagine that the date has to be rescheduled. The date originally scheduled for 8:00 p.m. has been moved forward 1 hour. What time is the date now? ( \_\_ : \_\_ PM)

## Study 2 Materials

### Task Scenario

For this study, we would like you to engage in a visualization exercise of a hypothetical (imaginary) event. This means that for the duration of the study, you should try to think about and experience the scenario as something that is real and happening to you.

Imagine that you have been given an assignment for one of your classes that is extremely important to you – worth 50% of your final grade. Your professor lets the class know that the assignment must be at least twelve pages with a minimum of eight sources that must be referenced. Four of these sources must be from relevant journal articles that are found *only* in the library. Your professor warns the class that the due date falls in a time that is usually busy for most students. In the past, most students finish right around the time of the deadline. As an incentive to hand it in early, the professor tells the class that he will award a bonus 2% for each day that the assignment is handed in before the deadline. Your professor announces the topic that you will have to write about today. You have two weeks from today to complete the assignment (i.e. the due date is 14 days from today). You must submit the assignment online by 11:59pm on the due date.

### Planning Instructions

*Unspecified planning condition (control)*

Now we would like you to list each and every step you would have to do to complete the assignment in as much detail as possible. That is, you should try to picture in your mind the steps you will work through in order to reach your goal (i.e. completing the assignment).

Keeping your goal in mind, we would like you to use the timeline below to think carefully and imagine the main steps that you intend to use to reach your goal. Please work through the timeline listing all of your steps for each day. If you have more than one step for that day, begin each separate step with a dash (–) on a new line. If you do not have any steps to list on a certain day, just type “no plans”. The textboxes will expand.

*Day 1 (Today)* [text box]

*Day 2* [text box]

⋮

*Day 13* [text box]

*Day 14 (Deadline – the assignment is due at 11:59 p.m. tonight)* [text box]

*Forward planning condition*

Now we would like you to list each and every step you would have to do to complete the assignment in as much detail as possible. Also, we want you to develop your plan in a particular way called forward planning. Forward planning involves starting with the very first step that needs to be taken and then moving onward from there to the end in a chronological order. That

is, you should try to picture in your mind the steps you will work through in order to reach your goal (i.e. completing the assignment) in a forward direction.

Keeping your goal in mind, we would like you to use the timeline below to think carefully and imagine the main steps that you intend to use to reach your goal in a forward direction. Please work through the timeline listing all your steps for each day in a forward, chronological direction. If you have more than one step for that day, begin each separate step with a dash (–) on a new line. If you do not have any steps to list on a certain day, just type “no plans”. The textboxes will expand.

*Day 1 (Today)* [text box]

*Day 2* [text box]

⋮

*Day 13* [text box]

*Day 14 (Deadline – the assignment is due at 11:59 p.m. tonight)* [text box]

### *Backward planning condition*

Now we would like you to list each and every step you would have to do to complete the assignment in as much detail as possible. Also, we want you to develop your plan in a particular way called backward planning. Backward planning involves starting with the very last step that needs to be taken and then moving backward from there to the beginning in a reverse-chronological order. That is, you should try to picture in your mind the steps you will work through in order to reach your goal (i.e. completing the assignment) in a backward direction.

Keeping your goal in mind, we would like you to use the timeline below to think carefully and imagine the main steps that you intend to use to reach your goal in a backward direction. Please work through the timeline listing all of your steps for each day in a backward, reverse-chronological direction. If you have more than one step for that day, begin each separate step with a dash (–) on a new line. If you do not have any steps to list on a certain day, just type “no plans”. The textboxes will expand.

*Day 14 (Deadline – the assignment is due at 11:59 p.m. tonight)* [text box]

*Day 13* [text box]

⋮

*Day 2* [text box]

*Day 1 (Today)* [text box]

### **Dependent Measures**

#### *Time predictions*

Completion time: How many days before the due date will you finish the assignment? (0 days before [i.e., on the due date], 1 day before, 2 days before ... 14 days before [i.e., today])

Start time: How soon before the due date will you start the assignment? (0 days before [i.e., on the due date], 1 day before, 2 days before ... 14 days before [i.e., today])

Performance time: How many hours of actual working time (i.e. time working on the assignment itself) do you think it will take you to finish the assignment? (\_\_ hours)

### *Planning insights*

1. Going through this planning exercise helped me clarify the steps I would need to take to properly prepare for the assignment. (1 = *Strongly disagree* – 7 = *Strongly agree*)
2. Going through this planning exercise made me think of steps that I wouldn't have thought of otherwise. (1 = *Strongly disagree* – 7 = *Strongly agree*)
3. Going through this planning exercise made me break down my plans into important steps. (1 = *Strongly disagree* – 7 = *Strongly agree*)
4. Going through this planning exercise made me think of potential problems or obstacles I could encounter. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Difficulty*

1. Going through this planning exercise was a difficult task to complete. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Obstacles*

1. How difficult or easy do you think it will be to follow your step by step plan?  
(1 = *Extremely easy* – 7 = *Extremely difficult*)

### *Control*

1. I feel confident and in control of the situation. (1 = *Strongly disagree* – 7 = *Strongly agree*)
2. I have control over how I complete my assignment. (1 = *Strongly disagree* – 7 = *Strongly agree*)
3. I have control over when I complete my assignment. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Motion perspective*

1. Imagine that the due date (14 days from today) for the assignment has been moved forward two days. How many days from today is the assignment now due? Please provide a numerical answer (in days) [text box]

## **Study 3 Materials**

### **Task**

For this study, we would like you to think of a particular type of task or project that you will be doing in the future. This should be a project that (a) you are required to complete sometime within the next month (i.e., there is a firm deadline), (b) you are free to complete at any time before the deadline, and (c) you are hoping to finish as soon as possible (i.e., ideally you would like to finish well before the final deadline). The project should also be a fairly major one that involves carrying out many different steps across several days. For example, you could consider

a major school project (e.g., writing a paper) or a personal project (e.g., organizing your photo albums), as long as it is one that must be done in the next month.

1. Please identify the project and describe it in a few words. [text box]
2. The final deadline for completing the project is: MM/DD/YYYY
3. How important is this project to you? (1 = *Not very important* – 11 = *Very important*)

## **Planning Instructions**

### *Unspecified planning condition (control)*

We would like you to spend some time developing a plan or scenario for carrying out the project. That is, you should try to picture in your mind how the project is likely to unfold – including details such as when, where, and how it will be done. Please use the space below to describe your plans. Keep in mind that the purpose of the planning exercise is to help you think about the project in a way that allows you to predict when you will be finished and to allocate your time accordingly.

List the steps in point form, beginning each separate step with a dash (–) on a new line.

[text box]

### *Forward planning condition*

We would like you to spend some time developing a plan or scenario for carrying out the project. Also, we want you to develop your plan in a particular way that would be called “forward planning”. Forward planning involves starting with the very first step that needs to be taken and then moving onward from there to the end of the project in a chronological order. That is, you should try to picture in your mind how the project is likely to unfold –including details such as *when, where, and how it will be done* – in a forward direction. Begin by thinking of the very first step that you will need to take and how that will be accomplished, then think of the step you will need to take after that, and so on until you reach the very last step that you will be taking to complete the project.

Please use the space below to describe your plans, step-by-step, using the forward planning approach. Begin by describing the first step that you will need to take (“The very first thing I will do is...”), and then describe the step you will be taking after that (“Next I will...”), the step you will be taking after that (“Next I will...”), and so on until you reach the very last step that you will take. Keep in mind that the purpose of the planning exercise is to help you think about the project in a way that allows you to predict when you will be finished and to allocate your time accordingly.

List the steps in point form, beginning each separate step with a dash (–) on a new line.

The very first thing I will do is... [text box]

### *Backward planning condition*

We would like you to spend some time developing a plan or scenario for carrying out the project. Also, we want you to develop your plan in a way that would be called “backward planning”. Backward planning involves starting with the very last step that needs to be taken to finish the project and then moving backward from there to the beginning of the project in a reverse-chronological order. That is, you should try to picture in your mind how the project is likely to unfold –including details such as *when, where, and how it will be done* – in a backward direction. Begin by thinking of the very last step that you will need to take and how that will be accomplished, then think of the step you will need to take before that, and so on until you reach the very first step that you will be taking to complete the project.

Please use the space below to describe your plans, step-by-step, using the backward planning approach. Begin by describing the final step that you will need to take (“The very last thing I will do is...”), and then describe the step you will be taking before that (“Before that I will...”), the step you will be taking before that (“(Before that I will...)”), and so on until you reach the very first step that you will take. Keep in mind that the purpose of the planning exercise is to help you think about the project in a way that allows you to predict when you will be finished and to allocate your time accordingly.

List the steps in point form, beginning each separate step with a dash (–) on a new line.

The very last thing I will do is... [text box]

### **Dependent Measures**

#### *Time predictions*

Completion time: How many days before the deadline do you think you will finish the project? [text box]

Start time: How many days before the project deadline do you think you will actually start working on the project? [text box]

Performance time: How many hours of actual working time (i.e. time working on the project itself) do you think it will take you to finish the project? (\_\_\_ hours)

#### *Planning insights*

1. Going through my plans in this way helped me clarify the steps I will need to be taking for successful project completion. (1 = *Strongly disagree*, 11 = *Strongly agree*)
2. Going through this planning exercise made me think of steps that I wouldn't have thought of otherwise. (1 = *Strongly disagree*, 11 = *Strongly agree*)
3. Going through this planning exercise made me break down my plans into important steps. (1 = *Strongly disagree*, 11 = *Strongly agree*)
4. Going through this planning exercise made me think of potential problems or obstacles I could encounter. (1 = *Strongly disagree*, 11 = *Strongly agree*)

### *Difficulty*

1. Going through my plans in this way was a difficult exercise. (1 = *Not at all true* – 11 = *Very true*)

### *Obstacles*

1. How difficult or easy will it be to stick to the step-by-step plan that you developed? (1 = *Extremely easy* – 11 = *Extremely difficult*)

2. How likely is it that you will need to carry out extra steps that you didn't think to include in your plan? (1 = *Extremely unlikely* – 11 = *Extremely likely*)

3. How likely is it that you will encounter problems when doing the project itself? (1 = *Extremely unlikely* – 11 = *Extremely likely*)

4. How likely is it that you will be delayed by interruptions or distractions from outside events (i.e., other events and activities that compete for your time)? (1 = *Extremely unlikely* – 11 = *Extremely likely*)

### *Control*

1. How much control do you have over when you will start working on the project? (1 = *Not a lot*, 11 = *A great deal*)

2. How much control do you have over when you will work on the project? (1 = *Not a lot*, 11 = *A great deal*)

3. How much control do you have over when you will finish the project? (1 = *Not a lot*, 11 = *A great deal*)

### *Subjective closeness*

1. The deadline feels... (1 = *Feels like tomorrow* – 10 = *Feels very far away*)

### *Motion perspective*

1. Imagine that a meeting originally scheduled for next week on Wednesday has been moved forward two days. What day is the meeting now?

## **Study 4 Materials**

### **Task**

For this study, we would like you to think of a particular type of task or project that you will be doing in the future. This should be a project that fits the follow criteria: (a) You are required to complete it sometime in the next 2 weeks (i.e., there is a firm deadline), (b) you are free to complete at any time before the deadline, and (c) You are hoping to finish as soon as possible (i.e., ideally you would like to finish well before the final deadline). The project should also be a fairly major one that involves carrying out multiple steps across several days. For example, you could consider a major school project (e.g., writing a paper), a household project (e.g., a renovation, organizing a room) or a personal project (e.g., organizing photo albums, filing a tax return), as long as it is one that must be done within the next 2 weeks.

1. Please identify the project and describe it in a few words. [text box]
2. The final deadline for completing the project is: MM/DD/YYYY
3. How important is this project to you? (1 = *Not at all* – 7 = *Extremely*)

## **Planning Instructions**

### *Unspecified planning condition (control)*

The rest of the questionnaire will ask you several questions about the project that you have identified, including when you think it will actually be finished. With this purpose in mind, we would like you to spend some time developing a detailed plan or scenario for carrying out the project. That is, you should imagine your plan as if it were a 'recipe' and write down every single step that you will need to follow in order to reach your project goal. That is, you should try to picture in your mind how the project is likely to unfold – including details such as *when*, *where*, and *how* it will be done.

Please use the space below to describe your plans, step-by-step. Keep in mind that the purpose of the planning exercise is to help you think about the project in a way that allows you to predict when you will be finished and to allocate your time accordingly.

List the steps in point form, beginning each separate step with a dash (–) on a new line.

[text box]

### *Forward planning condition*

The rest of the questionnaire will ask you several questions about the project that you have identified, including when you think it will actually be finished. With this purpose in mind, we would like you to spend some time developing a detailed plan or scenario for carrying out the project. That is, you should imagine your plan as if it were a 'recipe' and write down every single step that you will need to follow in order to reach your project goal. Also, we want you to develop your plan in a particular way called “forward planning”.

Forward planning involves starting with the very first step that needs to be taken and then moving onward from there to the end of the project in a chronological order. That is, you should try to picture in your mind how the project is likely to unfold – including details such as *when*, *where*, and *how* it will be done – in a forward direction. Please use the space below to describe your plans, step-by-step, using the forward planning approach. Begin by describing the first step that you will need to take (“*The very first thing I will do is...*”), and then describe the step you will be taking after that (“*Next I will...*”), the step you will be taking after that (“*Next I will...*”), and so on until you reach the very last step that you will take. Keep in mind that the purpose of the planning exercise is to help you think about the project in a way that allows you to predict when you will be finished and to allocate your time accordingly.

List the steps in point form, beginning each separate step with a dash (–) on a new line.

The very first thing I will do is... [text box]

### *Backward planning condition*

The rest of the questionnaire will ask you several questions about the project that you have identified, including when you think it will actually be finished. With this purpose in mind, we would like you to spend some time developing a detailed plan or scenario for carrying out the project. That is, you should imagine your plan as if it were a 'recipe' and write down every single step that you will need to follow in order to reach your project goal. Also, we want you to develop your plan in a particular way called “backward planning”.

Backward planning involves starting with the very last step that needs to be taken and then moving backward from there to the beginning of the project in a reverse-chronological order. That is, you should try to picture in your mind how the project is likely to unfold – including details such as *when*, *where*, and *how* it will be done – in a backward direction. Please use the space below to describe your plans, step-by-step, using the backward planning approach. Begin by describing the last step that you will need to take (“*The very last thing I will do is...*”), and then describe the step you will be taking before that (“*Before that I will...*”), the step you will be taking before that (“*Before that I will...*”), and so on until you reach the very first step that you will take. Keep in mind that the purpose of the planning exercise is to help you think about the project in a way that allows you to predict when you will be finished and to allocate your time accordingly.

List the steps in point form, beginning each separate step with a dash (–) on a new line.

The very last thing I will do is... [text box]

## **Dependent Measures**

### *Time predictions*

Completion time: How many days before the deadline do you think you will finish the project? (0 days before [on the deadline], 1 day before ... 14 days before)

Start time: How many days before the deadline do you think you will start working on the project? (0 days before [on the deadline], 1 day before ... 14 days before)

Performance time: How many hours of actual working time (i.e., time spent working on the project itself) do you think you will spend working on this project? (\_\_\_ hours)

### *Planning insights*

1. Going through my plans in this way helped me clarify the steps I will need to be taking for successful project completion. (1 = *Strongly disagree* – 7 = *Strongly agree*)
2. Going through my plans in this way made me think of new steps that I wouldn't have thought of otherwise. (1 = *Strongly disagree* – 7 = *Strongly agree*)
3. Going through my plans in this way made me break down my plans into important steps. (1 =

*Strongly disagree – 7 = Strongly agree)*

4. Going through this planning exercise made me think of potential problems or obstacles I could encounter. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Obstacles*

1. How difficult or easy will it be to stick to the step by step plan that you developed? (1 = *Extremely easy* – 7 = *Extremely difficult*)

2. How likely is it that you will encounter problems when doing the project itself? (1 = *Extremely unlikely* – 7 = *Extremely likely*)

3. How likely is it that you will need to carry out extra steps that you didn't think to include in your plan? (1 = *Extremely unlikely* – 7 = *Extremely likely*)

4. How likely is it that you will be delayed by interruptions or distractions from outside events (i.e., other events and activities that compete for your time)? (1 = *Extremely unlikely* – 7 = *Extremely likely*)

### *Control*

1. I feel confident and in control of the situation. (1 = *Strongly disagree* – 7 = *Strongly agree*)

2. I have control over how I complete my project. (1 = *Strongly disagree* – 7 = *Strongly agree*)

3. I have control over when I complete my project. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Time pressure*

1. I feel like I have a lot of time before the deadline to work on my project. (R) (1 = *Strongly disagree* – 7 = *Strongly agree*)

2. I feel like I have enough time to finish my project before the deadline. (R) (1 = *Strongly disagree* – 7 = *Strongly agree*)

3. Considering the deadline, I feel like I could use some more time to work on my project. (1 = *Strongly disagree* – 7 = *Strongly agree*)

4. I feel under a lot of time pressure. (1 = *Strongly disagree* – 7 = *Strongly agree*)

5. I feel stressed about being able to finish my project on time. (1 = *Strongly disagree* – 7 = *Strongly agree*)

### *Motion perspective*

1. Please imagine the following scenario. A meeting originally scheduled for next Wednesday has been moved forward 2 days. What day is the meeting now?