

Tips for Overcoming Procrastination

Why Might You Procrastinate?	
The task seems enormous	I underestimate the amount of time things will take
I do not know how to begin	I have too many obligations and too much to do
I do not understand the assignment	I simply do not want to do it
How Can I Stop Procrastinating?	
Divide large tasks into smaller steps	You should plan them out on a calendar for when you will get them done or schedule for when they will take place during the day.
Establish a routine	Procrastination often leads to disorganization, so make up a schedule and get into a routine. Schedule out when you plan to work on projects/study (like how you schedule your classes).
What are you afraid of?	Determine what fears you may have about completing a task, being punctual, or your skills. Write them down. Change them. Write down active steps you can take to combat those fears or how you plan to improve.
Give yourself reminders to complete the task	Write your reminders on the bathroom mirror, in your planner, e-calendar reminders, on a bulletin board, or use post-its.
Trick yourself into starting a task	Tell yourself you are just going to look at it, or just work for 5 minutes. Sometimes that 5 minutes will turn into finishing the task.
Be realistic	Be realistic about what you expect of yourself and how long it takes to successfully complete your project.
Buddy system	Tell someone to hold you accountable for a project (friend, family, classmate). Tell your “buddy” your timeline and have them check in with you.
Do it now	The minute you notice yourself procrastinating dive into the task. This helps you avoid the cycle of delay = guilt = more delay.
Envision completion	How did you get there? What are you free to do now, without guilt?
Recognize when you are procrastinating	Become aware of your favorite procrastination tactics and learn to catch yourself as soon as you begin to “wander off.”
Do not avoid the more difficult tasks	Do your favorite activities last; they will be a reward for getting the more difficult assignments completed.
Break the inertia and keep going	Do some small things to get your task started. Keep going, even if it involves switching tasks. You’ll probably find it much easier to keep going.
List the things you need to accomplish and prioritize	This will help you put your tasks into perspective concerning your schedule. You will realize how you need to manage your time based on the number of tasks, when they are due, and how long the task takes. Mark off your completed tasks so you can see your progress.
Remove distractions/temptations	Is technology (social media, videos, texting, phone calls) a distraction for you? If they are here are some suggestions: set your phone to do not disturb, turn on airplane mode, don’t take your phone with you when you study, or designate social time within your schedule.
Set aside time for doing recreational activities	This gives you something to look forward to during study times. Place “free time” in your schedule consistently.
Reflect on how you feel	When you complete an unpleasant task, take a moment to feel how nice it is to have it finished. The weight is off your shoulders.
Reward your non-procrastinating behaviors, or when you complete something	<ul style="list-style-type: none"> • <u>Make it tangible</u> so that you will learn to associate good feelings with not procrastinating. • <u>Make it personal</u> so that it has significance for you alone and will not complicate things if someone else cannot be a part of it. • <u>Make it appropriate</u> so that you receive more than a jellybean for finishing a term paper, but not a trip or expensive gift because you made it to class.