

# PROCRASTINATION

1) Recognize when you are procrastinating -- for example, are you cleaning your desk or doing your laundry instead of getting down to studying?

2) Identify the cause of your procrastination.

If the task is too overwhelming or too difficult...

- Just do it – set a timer for 20 minutes and go!
- Identify something easy to start with
- Break it down and do it in small chunks over several days

If the task is unpleasant...

- Try to make it more interesting and fun – do it with a friend
- Plan a reward and enjoy it when the task is complete
- Focus on the unpleasant consequences of NOT doing it
- Remind yourself WHY it is important to you

3) Try to enjoy the process of working hard and accomplishing something. Instead of thinking that a task is dreadful, try telling yourself that you love being productive.

4) Remove the distractions. Modify your environment so that it is more conducive to studying.

5) Set some deadlines and create accountability. Join a study group or plan to meet a classmate at the library to review a homework assignment. Make an appointment with your professor to discuss a draft of your paper.

6) Planning is important, but at some point, stop planning and just jump into the task.

7) Do the worst task or part of the task first so then everything that follows feels easier (Get it done and out of the way!) Alternate unpleasant tasks with those that you enjoy.

8) Motivate yourself to study by focusing on your successes and what you have achieved.