

# Fighting Procrastination

- **Recognize** when you are procrastinating - for example, are you cleaning your desk or doing your laundry instead of studying for your upcoming exam?
- **Identify** the cause of your procrastination.
  - a. If the task is too overwhelming or too difficult...
    - i. Just do it! Set a timer for 20 minutes and go at it.
    - ii. Identify something easy to start with.
    - iii. Break it down and do it in small chunks over several days
  - b. If the task is unpleasant...
    - i. Try to make it more interesting and fun.
    - ii. Plan a reward and enjoy it when the task is complete.
    - iii. Focus on the unpleasant consequence of not doing it.
    - iv. Remind yourself why it is important to you.
- **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.
- **Remove** the distractions. Modify your environment so that it is more conducive to studying.
- **Set** 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.
- **Planning** is important, but at some point, stop planning and start **accomplishing** the task.
- **Do** the worst task or part of the task first so then everything that follows feels easier. Alternate unpleasant tasks with those that you enjoy.
- **Motivate** yourself to study by focusing on your successes and what you have achieved.



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