20 Tips to Beat Procrastination

Below are a variety of tips to add fuel to your fire. Pick and practice one or two strategies for a few weeks. If they work, keep doing them! If they don’t, pick and practice a few more!

> Know who your resources are AND use them: Jot down what you need (and need to know) as well as the persons able to assist you. Tap into their knowledge and suggestions. Keep a list of phone numbers handy that include a couple of classmates and your instructors. If you are stuck, they can clarify your confusion.

> Plaster your goals everywhere: Write out your short and long term goals and post them on the fridge, bathroom mirror, in your car, inside notebooks, etc. as a constant reminder.

> Break it up: Take small bites when tackling large and/or overwhelming projects. Better to do an assignment for one hour over five days than for five hours on one day. Got family? Delegate mini-tasks that contribute to the household’s big picture to each family member.

> Shake it up: Set a timer and rotate a variety of activities every hour or so in order to keep your overall enthusiasm level high. Remember to take short breaks in between activities.

> Try the two-minute trick: Jump off the couch with the intention of working for only 20 seconds. Once you just begin the process, the momentum will usually keep rolling.

> Share your plans with family/friends: Encourage others to nudge you when you need it. Plus, it’s much easier to say “no” to their requests when they are well aware of your mission.

> Grab a buddy: Find someone with similar pursuits and partner up to raise the account-ability factor. It’s harder to “blow something off” when others are involved in the activity. This works well for most endeavors…working out, studying for a test, attending a meeting, etc.

> Make a daily “to do” list: Develop a list every night before you go to bed for the next day’s duties. Don’t forget to prioritize with high, medium and low levels of urgency/priority.

> Be an active learner: Attend class, sit in the front, ask questions, chat with fellow class-mates, do homework, and participate in study groups to bolster enthusiasm for the subject.

> Set specific study goals: Devise an action plan each time you begin to study. Examples - read a certain number of pages or complete a certain number of problems. Make it a game of you versus your homework with an end result in mind.
**Reward yourself:** Treat yourself when you complete a mini-goal. It can be whatever is satisfying to you. Ensure the reward doesn’t sabotage your goals, ex. partying on a Monday!

**Tackle difficult and/or less appealing tasks during your peak energy:** Morning person? Night owl? Plan your day’s objectives according to your “prime” times and “down” times.

**Tame your inner critic:** Avoid the negative self-talk that says “I can’t do it”... the self-fulfilling prophecy usually prevails, so be positive with “I can do it” thoughts and behaviors.

**Create a visual representation of what you want to achieve:** Construct a collage, take a photo, write a poem, find a quote, or draw a picture of what your end result will look like.

**Toss the “poor me” mentality:** Understand that YOU are ultimately responsible for your choices and consequences. No blaming and whining allowed! Try a “creator” mentality and approach in order to put the control in your hands.

**Take care of yourself:** Exercise, eat right, and get a good night’s sleep so you have the energy necessary to get the job done. Watch caffeine, sugar, nicotine, and alcohol intake – they can keep you awake at night.

**Beef up your study skills:** Analyze your current level of academic success strategies... perhaps some tips on reading a text book or note-taking might take the sting out of studying.

**Find relevance and interest in everything you do:** Seek value in what you undertake. It may require creativity on your part, but relate tasks and information to your ultimate goals and seek the fresh factor (new ideas) to re-energize you when you ask “Why do I have to do this??”

**Seek inspiration:** Inspire yourself from someone else’s success story and insights. Listening to music or reading an article that has meaning to you can be very invigorating.

**Track your progress:** Utilize a visual tracking method and cross off items as you finish – gives a sense of accomplishment. Try logging what works and doesn’t work for you in order to make adjustments to your general game plan - whether school, work, or life in general.

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For more success strategies, visit the Connect to Success Office
Dana Kobold, Coordinator Office #1655 or dana.kobold@rrcc.edu or 303.914.6317

NOTE: For a free online procrastination “workbook”, log on to http://www.psychtests.com/mindtools/procrastination/workbook.html
### PROCRASTINATION CHECK LIST - AREAS OF PROCRASTINATION

Place a check in front of the statements that you tend to put off on a regular basis. In other words, the more check marks, the more procrastination you exhibit. The less check marks, the less procrastination.

#### Personal Health and Wellbeing
- [ ] eat well
- [ ] sleep well
- [ ] exercise
- [ ] healthy behaviors/choices
- [ ] good grooming
- [ ] seek health care (doctor, dentist)
- [ ] balance finances
- [ ] enjoy recreation/hobbies
- [ ] manage time well
- [ ] other

#### School
- [ ] go to class on time
- [ ] do homework
- [ ] study for tests
- [ ] write papers
- [ ] read text books
- [ ] form study groups/see tutors
- [ ] talk to instructors
- [ ] use campus resources
- [ ] complete financial aid forms
- [ ] other

#### Work
- [ ] go to work on time
- [ ] use breaks wisely
- [ ] complete tasks/projects
- [ ] learn new skills
- [ ] communicate with boss
- [ ] return calls/make calls
- [ ] gather info/research
- [ ] interact with colleagues
- [ ] job search activities
- [ ] other

#### Home
- [ ] cook
- [ ] clean
- [ ] laundry/iron
- [ ] shop/errands
- [ ] pay bills on time
- [ ] dishes
- [ ] yard work
- [ ] trash out
- [ ] family commitments
- [ ] other

#### Relationships
- [ ] make time with friends
- [ ] make time with partner
- [ ] make time with family
- [ ] remember special occasions
- [ ] meet new people
- [ ] deal with conflict well
- [ ] ask someone out
- [ ] end a bad relationship
- [ ] communicate effectively
- [ ] other

#### Other
- [ ] car repairs
- [ ] income taxes
- [ ] volunteer
- [ ] home maintenance
- [ ] set short term goals
- [ ] set long term goals
- [ ] other

### Results:
Is this what you expected?
Do you see any themes or patterns?

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For more information on study strategies, visit the **Connect to Success Office (Room #1655, dana.kobold@rrcc.edu or 303.914.6317)**

Content adapted from the Kansas State University website