

## Avoiding Procrastination

### 1. Get Organised & Get Started

- ❖ It is very difficult starting assignments if you don't know where to start.
- ❖ Invest in a wall planner (or use the calendar on your phone), a diary and/or a notebook to record important notes.
- ❖ Being organised helps you keep track of all your assignments and helps you feel more on top of things.

### 2. Set Simple, Achievable Goals

- ❖ Feeling overwhelmed about daunting tasks is typically one of the main factors of procrastination- Don't blow them out of proportion!
- ❖ The best thing you can do to stay positive is to not think about the magnitude of the assignment and break it down.
- ❖ It's always easier to get started on a project when you establish simple, reachable goals rather than a big, vague plan.
  - "I'll study biology tonight," is better planned as "I'll study chapter six tonight."
  - This makes your goals less intimidating and more attainable.



### 3. Stop Making Excuses

- ❖ We are all guilty of waiting for that perfect time to start something.
- ❖ We continuously make excuses as to why we haven't got something done or even started.
- ❖ The problem is that we will continue to make these excuses until we make a conscious effort not to!
- ❖ "I would love to get that in ahead of schedule but it's not possible because I'm so busy"
- ❖ Life Happens and there will be many times we have to prioritize our health and well-being over studies but we can prioritize both simultaneously
  - Stop waiting for the perfect moment- it doesn't exist

#### 4. Create a Timeline/Schedule

- ❖ This could include a study plan, the breakdown of an essay etc.
- ❖ Remember you must be specific!
- ❖ Don't forget to include some time for rest and fun.
- ❖ Take a look at [5 Ways to Manage & Make Time](#) worksheet



#### 5. Minimize Distractions

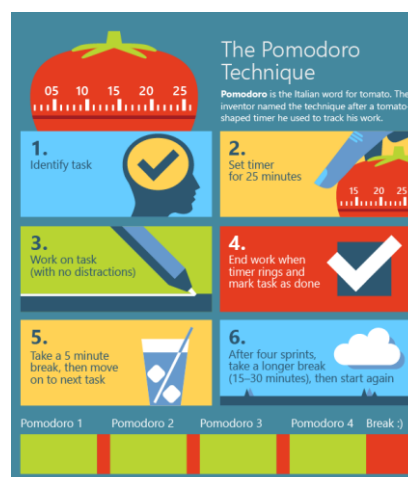
- ❖ We often get needlessly sidetracked from our work.
- ❖ You might need to change your study environments all together;
  - This could be the library or a quiet coffee shop, where you can clear your mind and study distraction-free.
- ❖ If you tend to spend too much time on social media or apps when you should be studying, then shut your phone off (*all* the way off) or keep it out of sight e.g. in your bag etc.
  - Stay focused by downloading the **Forest app** on your phone.



#### 6. Set Time Limits

- ❖ Set-time limits for both study and fun or relaxing activities.
- ❖ If you stick to time limits you can enjoy your breaks guilt-free (just don't forget to go back to studying!)

- ❖ Try the **Pomodoro Technique**



## **7. Take a Break**

- ❖ It is so important to take breaks from your studies otherwise you will burn out.
- ❖ If you are stressed and over-whelmed the best thing you can do is to take a break-go for walk, talk to someone, close your eyes for a few minutes, whatever works for you.

## **8. Use Incentives**

- ❖ We all need to be rewarded!!
- ❖ Long-term goals can be difficult to work towards as they feel so far away.
- ❖ It's important to find what motivates you to get things done in advance rather than leaving things to the last minute.
- ❖ Give yourself an incentive for reaching a goal e.g. if I get my assignment finished before I leave college today, when I go home I can binge watch Netflix all evening.

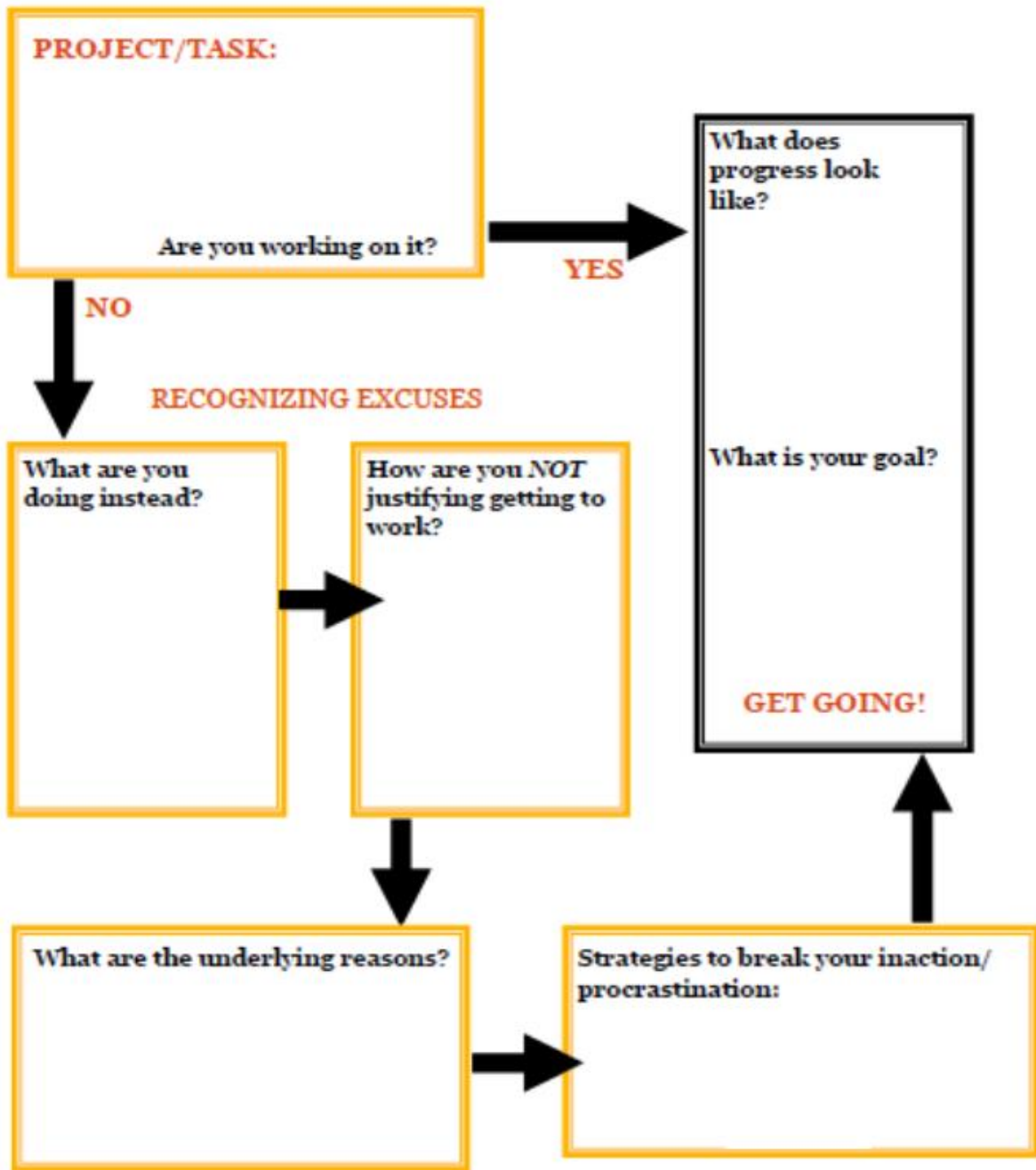
## **9. Get the Hard Stuff done first**

- ❖ It is very tempting to start the easier jobs and get distracted by easier jobs that are not as important.
- ❖ Instead, identify the most challenging aspects of your assignments and start with them.
  - The longer you put it off, the more formidable it will seem.
- ❖ This way everything after it seems easier and takes a shorter amount of time.

## **10. Tell Someone about your Goal**

- ❖ Seek the help of others to keep you accountable!
- ❖ Tell a friend, partner or family about your plan and update them on your progress. Tell them why it's important you stick to your deadline/time limit and they can support you with this.
- ❖ As an added bonus, you also have someone to celebrate your victories with, no matter how small.
- ❖ Use each other as supports- link it with classmates to hold each other accountable.

*Steps you can take to get yourself out of procrastination and into progress:*



Adapted from the Learning Corner, Oregon State University