

Procrastination



Procrastination is the act of putting off until tomorrow what can be done today. Learning more about yourself is one of the key factors in understanding how to overcome procrastination. People procrastinate when they have to accomplish a task that can be repetitive, boring, difficult, long, or stressful.



What could help???

Set your Goals

Goals are divided into short-term; medium-term and long-term. Focus on what ones are realistic for you at this time. Remember - your short-term goal will in effect help with your long-term plan.

Use the **SMART** goal-setting strategy to focus and plan your work/study:

Specific, **M**easurable, **A**chievable, **R**ealistic, **T**ime-bound.

Break tasks into manageable parts.

Set yourself *small* goals - to read one chapter, to write 1 page, to write 200 words.

Set a goal every time you study. Finish the chapter before you take a break.

Try the Power of 5: Decide on five small practical tasks you can do in relation to the job on hand – write them down and tick off when completed.

Write down the benefits of meeting your goals today as a reminder to self.

Time Management

Develop a realistic view of time.

Procrastination comes from **overestimating** the time you *have* to accomplish a task, or **underestimating** the time you *need* to complete a task.

Create a study time and space.

Organize your work environment.

Have a daily schedule and write down the tasks needing to get done today.

Prioritise your **To Do** List: Pick the top two to focus on first.

Use the Pomodoro Technique to plan a focused study period.

Apply the 10-minute rule when feeling really stuck. 'I will do 10 mins work'.

Start working 30 seconds after you sit down.

Study when you have the most energy. Find the times of day you are the most alert and use those times to study.

Stay Motivated

Start with the easiest task: Review your class notes, organise your folders, write up your references.

Divide your work into small tasks: Divide a lab report into sections (summary, introduction, tables and graphs, discussion and conclusion).

Spread out your study periods: Use the entire semester to study by reviewing your notes every week.

Study when you have the most energy: Find the times of day you are the most alert and use those times to study.

Use your imagination: Make a dull topic interesting by being creative. Study games, memory cards mind maps, checklists, colour-coded schedules can all help you to study.

Create a support network for yourself: Surround yourself with people that encourage you to stay focused and positive and help you stay on track.

Remember: It is motivation that gets you started and habits that keep you going. Resolve to get started.

Reward Yourself

After you've accomplished a task, reward yourself - give yourself a break or a treat.

Recognise your small successes.

Affirm yourself.

Act

Remember ... Activation before Motivation. Action leads to action. Just start!

Try this plan.....



Good Luck... !!