

Key Ways to Beat Procrastination!

Why do today what you can put off until tomorrow?

As many as 1 in 5 adults (not just students!) may be chronic procrastinators.

However, procrastination doesn't equal lazy. Inaction is often caused by anxiety, fear of failure or negative perfectionism.

Procrastination-Beating Techniques:

1. Recognize self-defeating problems.
 - ✓ A variety of things, such as fear, anxiety, difficulty concentrating, poor time management, indecisiveness and perfectionism can all cause us to procrastinate.
2. Identify your own goals, strengths, weakness, values and priorities.
 - ✓ Knowing who you are and what you're working toward can make all the difference.
3. Assess the task.
 - ✓ Spend a few minutes thinking through everything that needs to be done, and then segment the task into smaller pieces.
4. Compare your actions with the values you feel you have.
 - ✓ Are your values consistent with your actions?
5. Discipline yourself to use time wisely.
 - ✓ Set priorities and stick to them.
6. Once begun, it's half done.
 - ✓ Don't try to complete things in one sitting; this will overwhelm you. Just begin. Getting started is the key and progress will follow.
7. Study in small blocks instead of long time periods.
 - ✓ Your brain behaves like a muscle and needs to be trained. Starting with short study sessions can help you stay focused and build study stamina.
8. Set realistic goals.
 - ✓ While it's important to challenge yourself, you'll also want to create achievable, realistic goals. Success breeds success.
9. Modify your environment.
 - ✓ Eliminate or minimize noise and distractions. Have what you need at hand. Ensure good lighting. Don't get too comfortable. Be neat.

10. Schedule “Action Sessions.”

- ✓ Progress, even a little bit each day, adds up. Over time, you will indeed finish. Schedule 15-30 minute “action sessions” with realistic goals for that chunk of time.

11. Reward yourself.

- ✓ After you successfully complete an action session, reward yourself by buying a coffee, calling a friend, taking a walk...the point is to have something to look forward to.

12. Find a “good” study partner.

- ✓ Find someone who cares even more about their grades and performance than you. Work with people that push you to be better.

13. Be reasonable.

- ✓ Don’t beat yourself up over trying to be perfect. It’s important that every project get finished, not that every project be perfect.

14. Have a plan.

- ✓ Set goals and make a weekly to-do list. These can keep you organized and help you stay committed to completing your tasks.

15. Find motivation.

- ✓ Think of 1-2 good reasons for getting tasks done early, and write those reasons down. We often allow ourselves to procrastinate because we think, “I can do this later.” When that thought comes up, make sure you have an answer for why it’s important to complete the task now.

16. Make it easy to get started.

- ✓ Schedule a date and time for starting your task, be specific about what you will accomplish, and find a location that is conducive to accomplishing your task.

17. Identify your procrastination tendencies and your excuses.

- ✓ If you know that cleaning is a technique you use to procrastinate from homework, plan for this. Set aside time for each task, pay attention when you get distracted, and redirect yourself to the reasons you want to accomplish the task now.

18. Learn to say “no” when distractions arise.

- ✓ There will always be things that threaten to interrupt your productivity. Saying “no” to interruptions or distractions can keep you on track as you complete your task.

19. Be patient.

- ✓ Procrastination is something you work to overcome over time by developing better habits. There will be areas of your life and times during the term when it will be harder to overcome this challenge. Recognize when you are making positive choices, and reward your successes.