



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 120 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.



FOR MORE SUCCESS STRATEGIES, VISIT THE CONNECT TO SUCCESS OFFICE

Located inside the Learning Commons, room #1262

You can also reach us by email at:

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Handout created by Dana Kobold



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

- | | | |
|----------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> eat well | <input type="checkbox"/> sleep well | <input type="checkbox"/> exercise |
| <input type="checkbox"/> healthy behaviors/choices | <input type="checkbox"/> good grooming | <input type="checkbox"/> seek health care (doctor, dentist) |
| <input type="checkbox"/> balance finances | <input type="checkbox"/> enjoy recreation/hobbies | <input type="checkbox"/> manage time well |
| <input type="checkbox"/> other _____ | | |

School

- | | | |
|----------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> go to class on time | <input type="checkbox"/> do homework | <input type="checkbox"/> study for tests |
| <input type="checkbox"/> write papers | <input type="checkbox"/> read text books | <input type="checkbox"/> form study groups/see tutors |
| <input type="checkbox"/> talk to instructors | <input type="checkbox"/> use campus resources | <input type="checkbox"/> complete financial aid forms |
| <input type="checkbox"/> other _____ | | |

Work

- | | | |
|-----------------------------------------------|---------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> go to work on time | <input type="checkbox"/> use breaks wisely | <input type="checkbox"/> complete tasks/projects |
| <input type="checkbox"/> learn new skills | <input type="checkbox"/> communicate with boss | <input type="checkbox"/> return calls/make calls |
| <input type="checkbox"/> gather info/research | <input type="checkbox"/> interact with colleagues | <input type="checkbox"/> job search activities |
| <input type="checkbox"/> other _____ | | |

Home

- | | | |
|---------------------------------------|--------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> cook | <input type="checkbox"/> clean | <input type="checkbox"/> laundry/iron |
| <input type="checkbox"/> shop/errands | <input type="checkbox"/> pay bills on time | <input type="checkbox"/> dishes |
| <input type="checkbox"/> yard work | <input type="checkbox"/> trash out | <input type="checkbox"/> family commitments |
| <input type="checkbox"/> other _____ | | |

Relationships

- | | | |
|-----------------------------------------------------|-------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> make time with friends | <input type="checkbox"/> make time with partner | <input type="checkbox"/> make time with family |
| <input type="checkbox"/> remember special occasions | <input type="checkbox"/> meet new people | <input type="checkbox"/> deal with conflict well |
| <input type="checkbox"/> ask someone out | <input type="checkbox"/> end a bad relationship | <input type="checkbox"/> communicate effectively |
| <input type="checkbox"/> other _____ | | |

Other

- | | | |
|-------------------------------------------|-----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> car repairs | <input type="checkbox"/> income taxes | <input type="checkbox"/> volunteer |
| <input type="checkbox"/> home maintenance | <input type="checkbox"/> set short term goals | <input type="checkbox"/> set long term goals |
| <input type="checkbox"/> other _____ | | |

Results:

Is this what you expected?

Do you see any themes or patterns?



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