

Avoiding Procrastinating

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.
- t's always easier to get started on a project when you establish simple, reachable goals rather than a big, vague plan.
 - o "I'll study biology tonight," is better planned as "I'll study chapter six tonight."
 - o 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;
 - o This could be the library or a guiet 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 <u>Pomodoro Technique</u>





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.

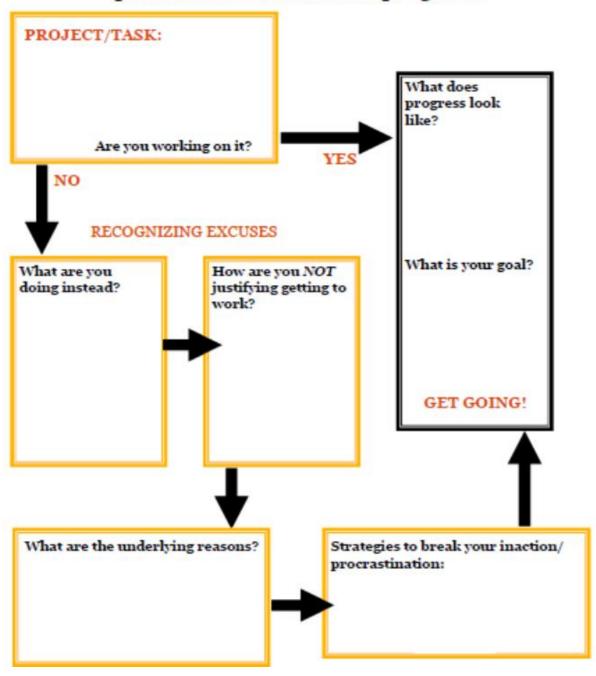
9. Get the Hard Stuff done first

- 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.
 - o 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