

# OVERCOMING PROCRASTINATION

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## WHAT IS PROCRASTINATION?

- Procrastination is the act of putting off, delaying, or avoiding a task that needs to be done.
- Cycle of Learned Habit.

# PROCRASTINATION



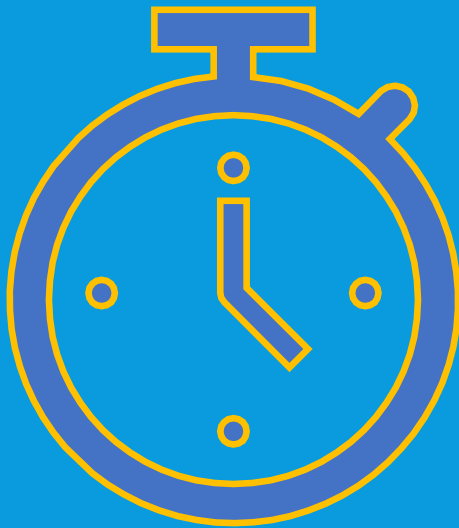
- Procrastination can interfere with academic and personal success.
- Procrastination is not related to intelligence
- 95% of college students procrastinate from time to time
- For 50% of college students it is ongoing and problematic
- Up to 20% of adults procrastinate at work and on everyday tasks

**What are the consequences of procrastination?**

**What kinds of tasks do you procrastinate on the most?**

**What activities do you usually do to avoid the task?**

# WHY DO WE PROCRASTINATE?



- **Poor time management.** You may be uncertain of your priorities, goals and objectives. You may also be overwhelmed with the task. As a result, you keep putting off your academic assignments for a later date.
- **Multitasking.** Recent studies show that “multitasking” by flipping between web pages, social media, games and homework is highly inefficient. Beyond the time spent not doing the task, the time it takes the brain to refocus on each task.
- **Difficulty concentrating.** You may find yourself daydreaming, staring into space, checking Face book, sports sites, or games instead of doing the task. Your desk may cluttered and unorganized, or you may you sit/lay on your bed to study.
- **“Boring” task.** You may have not found a way to get interested in the task or see how it fits your goals.

# WHY DO WE PROCRASTINATE

- **Negative beliefs.** You may think to yourself “I can’t do this” or “everyone else is smarter than me.”
- **Personal problems.** You may have financial struggles, conflict with your family, friends, or romantic relationships.
- **Perfectionism.** You believe that you must read everything ever written on a subject before you can begin to write your paper. You may think that you have not done the best you possibly could do, so it’s not good enough to hand in. Significant time pressure as perfectionists push themselves to do every task perfectly.
- **Fear of failure.** You may think that if you don’t get an A or fail an exam you are a failure.

***STRATEGIES TO OVERCOME PROCRASTINATION***



**Make a Deal.** Setting up a contract can make it more likely to commit to a plan.



**Write it Down.** Make detailed to do lists. Identify priorities.



**Break Down Tasks.** Break task into smaller, more manageable parts. Chunking it down like this will help you feel less overwhelmed and more empowered.



**Self Reward.** Decide on a reward for when you finish a certain amount of work.

# STRATEGIES TO OVERCOME PROCRASTINATION



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- **Tackle the hardest tasks at your peak times** . Do you work better in the morning or the afternoon? Identify when you're most effective and do the tasks that you find most difficult at these times.
- **Just Five-Minutes.** Spend five minutes of solid effort on the task. Consider another five minutes at the end of the first.
- **Change the Place.** Move yourself to a place with fewer procrastination triggers.
- **Find an Enforcer.** Tell someone else what you need to do and when you plan to do it. Do the task with a trusted friend or classmate, or study in the same place and ask the person to help keep you on track. Be careful that you don't become dependent.

# STRATEGIES TO OVERCOME PROCRASTINATION

- **Rephrase your internal dialogue.** Revise self-defeating beliefs, having to get it all done at once, or what others are doing. Replace these with thoughts to encourage yourself.
- **Get Real.** Don't set goals that are impossible to achieve. Understand how much time a task takes and schedule enough time to do it.
- **Take care of yourself.** Get enough sleep, exercise, and eat well. You are more likely to avoid a task if you are tired or hungry.
- **What's my goal?** Think about your long-range goals, what you want to accomplish, and how good it feels to accomplish smaller tasks that will lead to your goal.
- **Face Your Fears.** Rehearse doing the thing you are most afraid of, little by little, so you become less afraid.

# STRATEGIES TO OVERCOME PROCRASTINATION

- **Use Visualization.** Conduct a simple 2-minute meditation by closing your eyes, taking several deep breaths, emptying your mind, and visualizing yourself completing your task. “Plant seeds of success.”
- **Set Up Reminders.** If forgetting tasks is a big part of why you procrastinate, use visual reminders and prompts to help you. If the things you need to get done aren't 'in your face', then it will be a case of 'out of sight, out of mind.'(e.g., fridge, bedside table, bathroom mirror, desk, diary), or using other reminders (e.g., mobile phone, email manager, asking someone else to remind you)
- **Get Organized.**

***WHAT MOTIVATES YOU TO CHANGE  
YOUR PROCRASTINATION HABITS?***

**IF I DIDN'T STRUGGLE WITH  
PROCRASTINATION HOW WOULD  
MY LIFE BE DIFFERENT?**