Tips on Managing Procrastination

What words do you associate with procrastination?

Some Strategies to Combat Procrastination with an Open Mind...

1. Be aware of your actions. You are the only one wasting your time, which is finite.

2. Get clarification on assignments and get the answers to your questions.

3. Multitasking is a myth. Do one thing at a time and relish in the feeling of completion.

4. Perfectionism is an undesirable and unhealthy quality, which is more likely to lead to failure than to success. Remember that there will always be people better than you and worse than you in terms of schoolwork and grades.

5. It always takes longer than we think to accomplish school assignments. Set reasonable goals and personal deadlines before the actual due date. Build in time for breaks, rewards, and relaxation EVERY DAY.

6. Create motivation to complete assignments by recognizing and accepting the frustration of certain assignments. Take a step back and recognize the greater frustration of what could occur by putting it off.

7. Schedule a specific amount of time every day to daydream and/or worry, if these activities contribute to your procrastination.

8. Once you get into the “zone” or “rhythm” of an assignment, the task is usually not nearly as bad as anticipated.

9. Do the most unpleasant assignment first, or do a difficult/heavy assignment in between two easier assignments.

10. Imagine the worst possible thing that could happen if you do not complete the thing you are avoiding. Use this to manufacture motivation.

11. Build in time for breaks, rewards and relaxation EVERY day.

12. If you are going through hell, KEEP GOING! -Winston Churchill

13. You don’t find time—you make it!

14. DONE is better than PERFECT.

15. Even if you’re on the right track, you’ll get run over if you just sit there. -Will Rogers

16. The clock is running. Make the most of today. Time waits for no man. Yesterday is history. Tomorrow is a mystery. Today is a gift. That's why it is called the present. –Alice Morse Earle

17. You choose how to spend your time.. Replace “I have to...” with “I choose to...”

18. The process of managing your procrastination takes patience, persistence and time.

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