

PROCRASTINATION

DO'S AND DON'TS

DO

EVALUATE – Understand why you are procrastinating. Deal with your valid reasons for not being able to start what you need to do and seek help for dealing with these reasons.

HAVE A PLAN – Map out your time and schedule to help stay on track. For tips on time management please visit the Tips and Tools page on the Learning Services website.

SET GOALS – Set specific, measurable goals that mesh with other goals you have for yourself and of which you know you can achieve. Determine the deadline as well (i.e. a final grade of a B for chemistry, or an A for my composition paper due on...).

ASK QUESTIONS – Ask a friend, instructor, a tutor, or someone else specialized on the topic if you are unsure where to begin.

FIND RESOURCES – Use resources available to you, such as your academic advisor, instructor, tutoring, academic coaching, the University Counseling Center, Disability Services for Students, the Writing Center, or many others on campus.

JUST DO IT – Do the hard things first in your day, if you believe you can do it, you will be able to do it! If you don't know up front how to complete the entire project from beginning to end, just get started and trust on your ability to figure it out, as long as you allow yourself enough time to work through it.

CARE – Take good care of yourself with a healthy sleep schedule, healthy meals, exercise, and social life.

SAY NO – Be kind to yourself and don't overextend. Say no to things that can wait a little longer without getting in the way of the goals you are setting for yourself.

REWARD – Reward yourself for your accomplishments. Choose rewards that are preferable such as a hot bath, a nice walk with the dog, working on an art project, etc. Ideally not screen time without having the ability to stop, food in excess, alcohol, shopping beyond what you can afford, etc. – you get the idea!

DON'T

ESCAPE – Don't escape in sleeping, eating/drinking alcohol, screen time, shopping or other past times that are a way to escape from what needs your attention.

MAKE EXCUSES – Check in with yourself to see if you are making up excuses that are really not valid.

WAIT – Don't wait too long if you suspect you are dealing with something you need help with to break through your procrastination.

TRY TOO LONG – Don't try too long. If it is a chemistry problem and you cannot figure out a solution within 20-30 minutes – get help! If it is a health concern and it lasts more than 3 days find care! Your time is valuable.

IGNORE YOUR NEED FOR RESOURCES – when you are dealing with a longer term situation in your life, a chronic illness, or a mental health condition that is hindering you in getting work done well and on time, don't ignore your needs for help such as extra time for an exam, an extension for assignments, etc.

DISTRACTIONS – Avoid them! Is the environment you work/study in free from distractions? Do the people around you respect your need to work without interruption?

NEGATIVE SELF-TALK – Stop yourself! Henry Ford once said: "When you believe you can or you believe you can't, you will both be right," so you better believe that you can do it!