

Procrastination

You Can Change Your Habits

<i>When I hear myself saying...</i>	<i>I can make a change by...</i>
"I turned it in late because I needed more information/wasn't sure it was right/wanted to wait until I had a really good idea."	<ul style="list-style-type: none"> • Starting the next project earlier • Making a timetable of tasks • Asking for clarification of assignment right away, so I can't 'second-guess' myself later • Reminding myself that I have the ability to do a good job
"I didn't have enough time to study for it, so I got a bad grade."	<ul style="list-style-type: none"> • Asking myself why I didn't make the time, if doing well on the test was a priority for me • Figuring out what I did during that time, if I wasn't studying • Looking ahead on the syllabus to check the date of the next test, then creating a regular study schedule to cover the material
"I meant to do that this weekend."	<ul style="list-style-type: none"> • Realizing that good intentions mean very little; I need to take action to make something happen • Realizing that I tend to put off things that I don't want to do; could I have done it first to get it out of the way? • Making a short list of things that I need to do during the weekend
"I didn't get it done because my friend was having a crisis and really needed me."	<ul style="list-style-type: none"> • Not allowing myself to be sabotaged; my friends are important, but school is my top priority • Being honest: was I looking for a reason to avoid the task?
"I didn't get it done because I always wait until the last minute, and I don't know how to break the cycle."	<ul style="list-style-type: none"> • Contacting the Center for Student Learning and making a study skills appointment • Realizing that I procrastinate and want to do something about it

Reasons for Delay (Controlling influences)

1. _____
2. _____

Procrastination Activities (What would you rather be doing)

1. _____
2. _____

Positive Consequences of Procrastination (Why it feels/is good to delay)

1. _____
2. _____

Arguments Against Delay (Convince yourself why not to delay)

1. _____
2. _____

Negative Consequences of Procrastination (Why you shouldn't delay)

1. _____
2. _____

Break the Cycle of Procrastination

- ✓ When a large paper or project is announced use a blank monthly calendar, write in the date that the assignment is due, then work backwards to assign dates for research, rough draft, group meetings, etc. Transfer these dates to your daily 'to do' list, and tackle the assignment little by little!
- ✓ Start with the hardest task on your list.
- ✓ Set realistic, specific goals for your tasks. For example, "read and outline chapter 10" or "read for 20 minutes, then write a short summary", as opposed to "read for history class".
- ✓ Work with a partner, a study group, in the CSL Walk-in Tutoring Labs, and/or with an individual tutor whenever possible. Other students can help you stay focused on tasks.
- ✓ Even if you are not 100% sure of the assignment, get started on something! Don't lose an entire evening or weekend because you are waiting to get clarification from a professor.
- ✓ Find a work space that is free from distractions

Main Goal/ Task to Accomplish for the Day

Priority	Daily Task	Due Date	Difficulties
#			
#			
#			
#			
#			
#			
#			
#			

"You may delay, but time will not." – Benjamin Franklin