

Managing Procrastination

Set Priorities

Not: I don't know where to begin, so I can't begin at all.

Instead: The most important step is to pick one project to focus on.

Break The Task Down Into Little Pieces

Not: There is so much to do, and it is so complicated. I'm overwhelmed by my English term paper.

Instead: I don't have to do the whole project at once. There are separate small steps I can take one at a time to begin researching and drafting my paper.

Set Up Small, Specific Goals

Not: I have to write my thesis within two months.

Instead: If I write 2 pages per day, Monday – Friday, I can finish a 1st draft in 1 month. I'll have a revised final draft in 2 months.

Take One Small Step At A Time

Not: It's too much. I'll never get it all done.

Instead: What is the one next step on my list? I'll concentrate on that step for right now.

Reward Yourself When You Accomplish A Small Goal

Not: I can't take any time out until I'm completely finished.

Instead: I spent an hour working. Now, I'll call a friend.

Use A Time Schedule

Not: I must devote the whole week to this project.

Instead: I can use these times this week to work on this project: Monday 7-8, Tuesday 7-9, etc.

Just Get Started

Not: I can't write this speech until inspiration hits.

Instead: I'll write what first comes to mind, then improve it later.

Look At What You Have Accomplished

Not: I have hardly made a dent in all there is to do.

Instead: I have reviewed my lectures notes and read 3 chapters. That is more than yesterday!

Be Realistic

Not: I should be able to work, take 4 classes, be president of my organization, spend time with friends and play tennis 2 hours a day with no trouble at all.

Instead: I have limits. I can take on fewer responsibilities and still like myself.

