

# Procrastination Blasters

Procrastination is the action of delaying or postponing something until a later time. Learn ways to understand and overcome it!

## Awareness: The First Step

First, to overcome procrastination you need to have an understanding of the reasons why you procrastinate and the function procrastination serves in your life. Reflect on the reasons why you put things off, as well as your habits and thoughts that lead to procrastinating. While there are many styles of procrastination, here are a few.

Do you recognize yourself?

**The Perfectionist:** Hesitant to start or finish a project unless confident of doing it perfectly.

**The Dreamer:** Has great ideas but doesn't want to do the work to fulfill them.

**The Worrier:** Preoccupied with security and minimizing risk, avoids challenges or tasks that seem difficult.

**The Defier:** Eager to rebel or be different, reacts against others rather than determining own course.

**The Crisis-Maker:** Waits until last minute then needs adrenaline boost to barely make deadlines.

**The Overdoer:** Takes on too many tasks to get them all done reasonable on time.

## Eliminate Distractions

When doing school work, choose wisely where and with whom you will work. Repeatedly placing yourself in situations where you don't get much done and are easily distracted--such as "studying" in your bed, at a café or with friends--can actually be a kind of procrastination.

Try turning off your phone, disabling wi-fi, or using website blockers to avoid distracting yourself for a predetermined set of time.



## Motivation: Find Productive Reasons

To overcome procrastination it's critical that you stay motivated for productive reasons. By productive reasons, I mean reasons for learning and achieving that lead to positive, productive, satisfying feelings and actions. These reasons are in contrast to engaging in a task out of fear of failing, not making your parents angry, not looking stupid, or doing better than others to "show off."

A good way to put positive motives in motion is to set and focus on your goals. Identify and write down your own personal reasons for enrolling in a course. Monitor your progress toward these goals as well as your grade goal. Focus on your own reasons and your goals.

## Chunk It Down

Break down large projects into small tasks, and tackle one at a time. A variation of this is devoting short chunks of time to big tasks and doing as much as you can in that time with few expectations about what you will get done.

For example, try spending about ten minutes just jotting down ideas that come to mind on the topic of a paper, or skimming over a long reading to get just the main ideas.



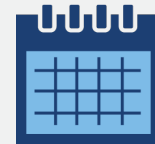
## Positive Self-Talk

Notice how you are thinking and talking to yourself. Talk to yourself in ways that remind you of your goals and replace old, counter-productive habits of self-talk. Instead of saying, "I wish I hadn't...," say, "I will..."



## Ways to Get Organized

**Get a planner or calendar.** On the first day of classes, review your syllabus and write down the important dates for tests, papers, presentations, and final exams. Resolve conflicts as early as possible. Next, write down other important event dates or ongoing commitments. Remember to refer back to the planner to plan ahead and adjust as needed.



**Use notebooks and binders.** Have a notebook or binder for each course, and a personal notebook or binder. Separate notebooks make it easy to stash and retrieve articles, research and notes for each course. Putting things away also keeps them from distracting you when you're trying to focus on something else.



**Have visuals.** Put a bulletin board or monthly calendar by your desk. This provides a space to post visual reminders, deadlines for papers, tests to study for, friends' birthdays, and everything else on your plate!

