



OVERCOMING PROCRASTINATION



PROCRASTINATION is a habit, not a fatal flaw. It takes persistence to change, but you can do it. Here's how:

✓ Clarify Your Personal Goals

- Articulate and write down your personal goals. Post them on your door, mirror, and notebook so you'll see them frequently.
- Be sure the task you think you "should" do is one that is really important to you, that leads you to your goal.

✓ Manage Your Time Effectively

- If you don't know how to manage your time, learn. Consult an academic counselor or meet with an LAC tutor.
- Break your goal up into little parts. Write out and list the steps you must take to accomplish your goal.
- Establish a regular time each day to work toward your goal. Get out of a disorganized lifestyle and make working toward your goal part of your routine.
- Organize your environment, complete with the tools you'll need, so it's conducive to working. Or, move yourself to an environment which is conducive to working.
- If you aren't sure how to reach your goal, learn. For example, if you aren't clear about an assignment, plan to consult with your professor. Build this appointment into your schedule.
- Start early. Build procrastination time into your schedule.
- Start small and easily. Build gradually.

✓ Change Your Attitude

- Do you feel that the world is too difficult? That you are inadequate to meet its challenges? That you cannot function without a lot of approval? These are immobilizing, self-defeating, avoidance-producing attitudes and beliefs. Respond to them with self-enhancing beliefs and attitudes.
- Value your mistakes; don't judge them. What is curious, useful, interesting about them? What is worthwhile?
- Know your escapes and avoidances: Socializing? Reading? Getting lost online? Television? Day dreaming? Call yourself on them.



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✓ Change Your Behavior

- Use your friends. Set up a contact with someone to get something done. Make an appointment to study with a friend who has no difficulty studying. Arrange to meet with a friend for support, some one who will listen and who will share your highs and lows.
- Make something you normally do and enjoy contingent upon doing the avoided task: “I’ll work on my term paper in the library half an hour before going to play racquetball.”
- Keep your tasks visible in front of you: set up reminders, signs, slogans, notes, and lists.
- Use your impulsiveness. When you get going, keep going. Do something when you think of it, don’t think about it. Do instant, tiny things.
- Do something daily. Agree to start a project and stay with it for 5 minutes. Consider another 5 minutes at the end of the first.
- Establish priorities among tasks according to the degree of unpleasantness. Start with the most unpleasant task and work down until you get to the easier ones.
- Be sure the rest of your life is in good shape.