

AVOIDING PROCRASTINATION

PROBLEM	DESCRIPTION
Perfectionism	Student is impatient and wants results immediately
Fear of Failure	Student simply is scared he/she won't do well
Confusion	Not sure how to start a task; doesn't quite understand the material on the assignment
Difficulty Concentrating	Can't focus on the task at hand
Task Unpleasantness	Student isn't interested in the subject
Lack of Priorities	Student doesn't realize some tasks will take longer or some assignments are worth more than others

Tips to avoid procrastination:

1. Motivate yourself to work on a task with thoughts such as, "There is no time like the present."
2. Prioritize the tasks you have to do.
3. Commit yourself to completing a task once started.
4. Work on tasks at times you work your best—morning, evening, night?
5. Break large tasks into small, manageable parts.
6. Work on tasks as part of a study group.
7. Get help from teachers or classmates when you find a task difficult.
8. Make a schedule of the tasks you have to do and stick to it.
9. Eliminate distractions that interfere with working on tasks—some people love having music, some need silence...find which one fits you best.
10. Set reasonable standards that you can meet for a task.
11. Take short breaks when working on a task so that you do not wear down.
12. Work on the toughest, most unpleasant tasks first.
13. Do a difficult task, then an easier one.
14. Positivity—if you think a task is going to be unbearable, it will be. If you think you'll be able to do your best, you probably will.