

# STRATEGIES TO OVERCOME PROCRASTINATION

- 1) KNOW WHAT YOU SHOULD ACCOMPLISH.**

You are more likely to complete a task that you clearly understand. Therefore, know expectations and what you are to undertake. If you are uncertain about what you should accomplish, ask!
- 2) DETERMINE DEADLINES.**

Have a preset time limit for completing the whole task and, if appropriate, various steps of the task. People tend to follow deadlines established by other people (as opposed to self-imposed deadlines). Therefore, if your instructor does not provide a strict deadline, ask another person — a classmate, roommate, or peer tutor—to establish a reasonable written deadline for you.
- 3) USE SCHEDULES/PLANNERS.**

Write or type what you want to do and when you will do it. You are more likely to accomplish a task that you write down.
- 4) PRIORITIZE.**

Assign a level of importance to all tasks. Then categorize activities according to:

  - Will work on today.
  - Will work on today if time.
  - Will save for another day.
- 5) BREAK A TASK INTO A SERIES OF STEPS.**

Large tasks seem less overwhelming and more approachable if you view them as a series of steps, as opposed to a gigantic whole. At the very least, identify one step that you can do, then do it!
- 6) DO THE UNPLEASANT TASK FIRST.**

Get the distasteful activity out of the way early, and then work on easier or more desirable activities.
- 7) CHANGE HOW YOU THINK ABOUT THE TASK.**

Instead of thinking of the activity as “dreaded” or “terrible,” consider it as a practical means to an end, such as a course that completes a curriculum requirement, a grade to pass a course, or a term paper that gives you research and writing experience.
- 8) HAVE FUN WITH THE ACTIVITY.**

See if you can be imaginative with the task, such as adding color and other creative elements to an assignment. Or, you can invent a game or competition for yourself, such as beating a previous time for completing the task or keeping pace with a classmate’s score.
- 9) ESTABLISH REWARDS.**

• **Extrinsic rewards:**  
Compensate yourself by watching a TV program or going out to eat at a favorite restaurant.

• **Intrinsic rewards:**  
Recognize the personal sense of satisfaction that you receive when you’ve completed the task.

