

# **OVERCOMING PROCRASTINATION**

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# DECREASING PROCRASTINATION



## IDENTIFY YOUR PROCRASTINATION PATTERNS

- What sort of tasks do I avoid?
- When do I procrastinate
- What am I doing instead?
- What am I thinking or feeling?
- Why am I procrastinating?

# SELF-MONITOR or KEEP A PROCRASTINATION JOURNAL

<b>What am I avoiding?</b>	<b>What am I doing instead?</b>	<b>What am I thinking or feeling?</b>	<b>Why am I procrastinating?</b>

# CAUSES OF PROCRASTINATION



- **LACK OF INTEREST & MOTIVATION**
- **FEAR OF FAILURE OR SUCCESS**
- **PERFECTIONISM**
- **BEING OVERWHELMED**
- **LACK OF SKILLS OR KNOWLEDGE**

# DECREASING PROCRASTINATION

## MANAGE YOUR TIME!

- **Term Calendar**
- **Weekly Study Plan**
- **Daily Planner**



# DECREASING PROCRASTINATION

## MAKE THE TASK MEANINGFUL

- **Relate task to your goals and dreams**

- **Make a collage**



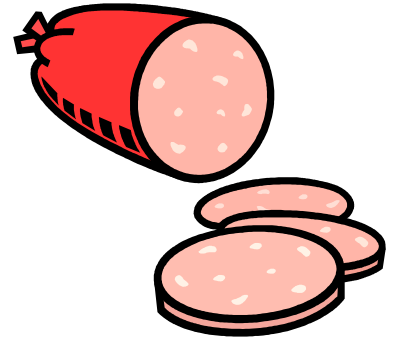
- **Do a Cost/Benefit analysis**

# COST/BENEFIT ANALYSIS

<b>Benefits of not studying for a test</b>	<b>Costs of not studying for a test.</b>
<ul style="list-style-type: none"><li>•Can do something more fun</li><li>•Don't have to find out what I don't know</li><li>•Can avoid worrying about the test</li></ul>	

# DECREASING PROCRASTINATION

## TAKE THE TASK APART - “THE SALAMI TECHNIQUE”



1. Break the task down into several smaller steps.
2. Estimate how much time each step will take
3. Set a deadline for each step.
4. Write your plan down.



# A TASK PLAN

**Assignment:** Write a five part essay describing a friend

**Due date:** Oct 7th

<b>Steps</b>	<b>Time Frame</b>	<b>Deadline</b>
1. Chose which friend to write about	30min	Oct 1
2. Brainstorm ideas	1hr	Oct 1
3. Organize ideas into an outline	30min	Oct 2
4. Write rough draft	2hrs	Oct 3 & 4
5. Proof read and edit rough draft	1hr	Oct 5
6. Write Final copy	1hr	Oct 6
7. Format and print essay	30min	Oct 6
8. Hand essay in	In-class	Oct 7

# DECREASING PROCRASTINATION

## IDENTIFY, CHALLENGE & CHANGE YOUR BELIEFS & THOUGHTS

*Its safer not to try than take a risk and fail*

*If I can't do it perfectly, its best not do it at all!*

*If I am successful this time, people will always expect me to succeed!*

*This assignment is too difficult for me. I am not capable of doing it!*

Thought/Belief	Alternative
<b><i>It's safer not to try than take a risk and fail</i></b>	
<b><i>If I can't do it perfectly, it's best not to do it at all!</i></b>	
<b><i>If I am successful this time, people will always expect me to succeed!</i></b>	
<b><i>This assignment is too difficult for me. I am not capable of doing it!</i></b>	

# DECREASING PROCRASTINATION

## IMPLEMENT THE “DO IT NOW” PRINCIPLE

- Put high priority tasks in a **RED BASKET**
- Have a consistent & suitable study space
- Promise yourself you will work for at least 5 mins; then 5 more, etc.
- Start with an easy task and then move onto a more difficult task.
- Elicit help from others.