

OVERCOMING PROCRASTINATION

**Presented by Alison Parry,
Learning Specialist**



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

What am I avoiding?	What am I doing instead?	What am I thinking or feeling?	Why am I procrastinating?

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**



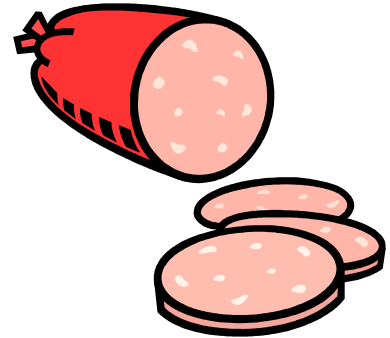
- **Do a Cost/Benefit analysis**

COST/BENEFIT ANALYSIS

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

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

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

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.