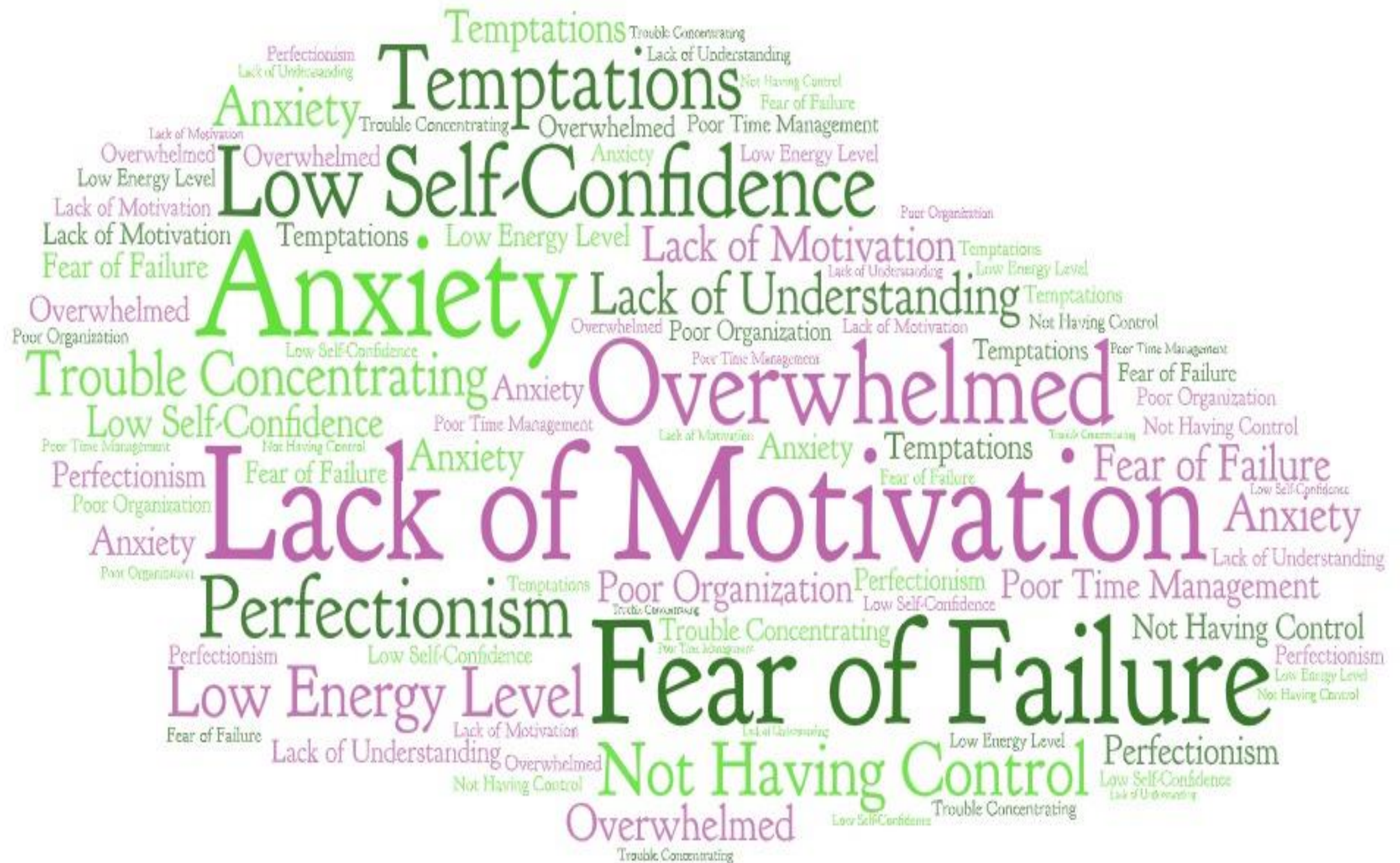


OVERCOMING PROCRASTINATION

**PRESENTED BY:
UNDERGRADUATE ADVISING & ACADEMIC
SUPPORT**



**WHAT ARE THE
REASONS YOU
PROCRASTINATE?**



PROCRASTINATION

-is common in college
-is the act of unnecessarily postponing
-can have a major impact on your grades

Examples include:

- Delaying studying
- Avoiding homework assignments
- Putting off a research paper



VARIABLES OF PROCRASTINATION

- Confidence you can get the task done
- How much the task means to you
- How easily you give into temptations
- How long you have to wait before you receive an expected reward for completing the task

☐ **LATER**

☒ **NOW**

REASONS FOR DELAYING

- Lack of motivation
- Fear and anxiety about doing poorly
- Low self-confidence
- Overwhelmed by the task at hand
- Not having control of outcomes
- Looking unintelligent
- Having sense of self challenge



HOW TO OVERCOME PROCRASTINATION

- Set reasonable goals
- Stay motivated
- Focus on your goals
- Stay actively engaged in class
- Be aware of the reasons that lead to procrastination
- Write down your goals/tasks
- Think about all the steps it will take to accomplish each goal
- Break tasks into smaller more manageable tasks



KNOW YOUR EXCUSES

- Pay attention to the excuses you make to continue your procrastination
- Excuses are little voices inside your head that tell you why it is okay to put something off
- Stop that little voice and replace it with action



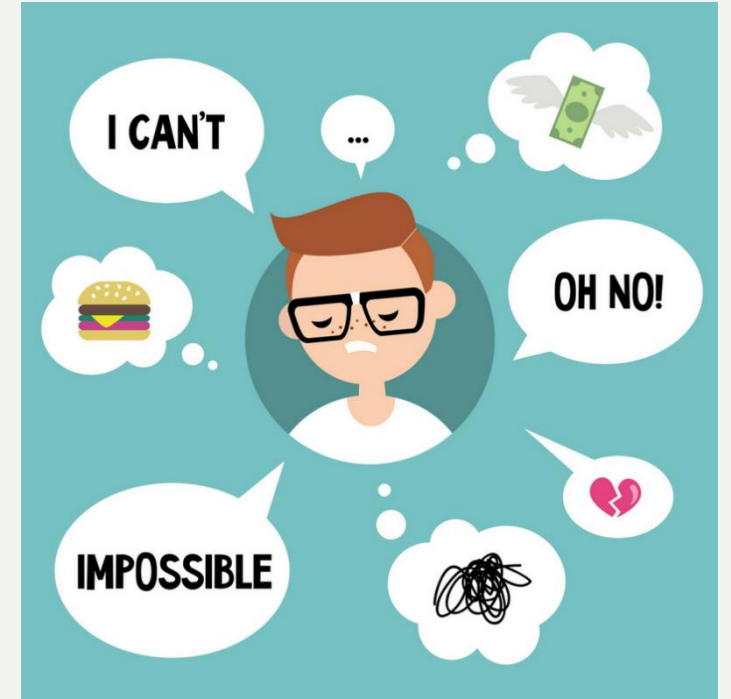
TAKE CONTROL

- Procrastination is a habit that can be overcome
- When you procrastinate your assignments/homework control you
- Deciding to complete a project ahead of time allows you to control the timeline and your grade



TACKLE NEGATIVE BELIEFS

- Tackle the underlying issues
 - Doubting your abilities
 - Afraid of failure
 - Don't think you deserve success
- Address negative core beliefs and practice self-compassion
- Negative core beliefs include “I am unworthy,” “I am incompetent,” and “I am wrong”
- Find the source of negative beliefs and replace them with positive beliefs



BREAK DOWN TASKS

- You are more likely to procrastinate if a task will take a lot of effort
- Important tasks are often the hardest
- Break assignments up into manageable tasks
- You are in control and can create your own pressure if you work best under pressure
- Create a plan once you receive the assignment
- Every item should start with a verb (i.e. write, read, outline, do)
- Be as specific
- Don't schedule tasks that will take more than 2 hours



STAY MOTIVATED

- Write down your short and long term goals
- Post them where you can see them
- Remind yourself why you are in school and where you want to go in life



BE AN ACTIVE/ENGAGED LEARNER

- Find what is interesting/relevant in the course material
- Set your own purpose and goals for readings and class sessions
- Ask yourself what you are learning
- Quiz yourself
- Re-write, re-organize and review notes soon after class
- Change study habits





BE ACCOUNTABLE

- Get a mentor/friend to keep you accountable
- Buddy up with someone in your class
- Inform your academic advisor of your goals for overcoming procrastination
- Surround yourself with people who care about school
 - Will help you stay motivated
 - Will not distract you from reaching your goals

DON'T BE HARD ON YOURSELF

1

Being hard on yourself only deflates your motivation

2

Don't punish yourself

3

Make a plan to avoid procrastination

4

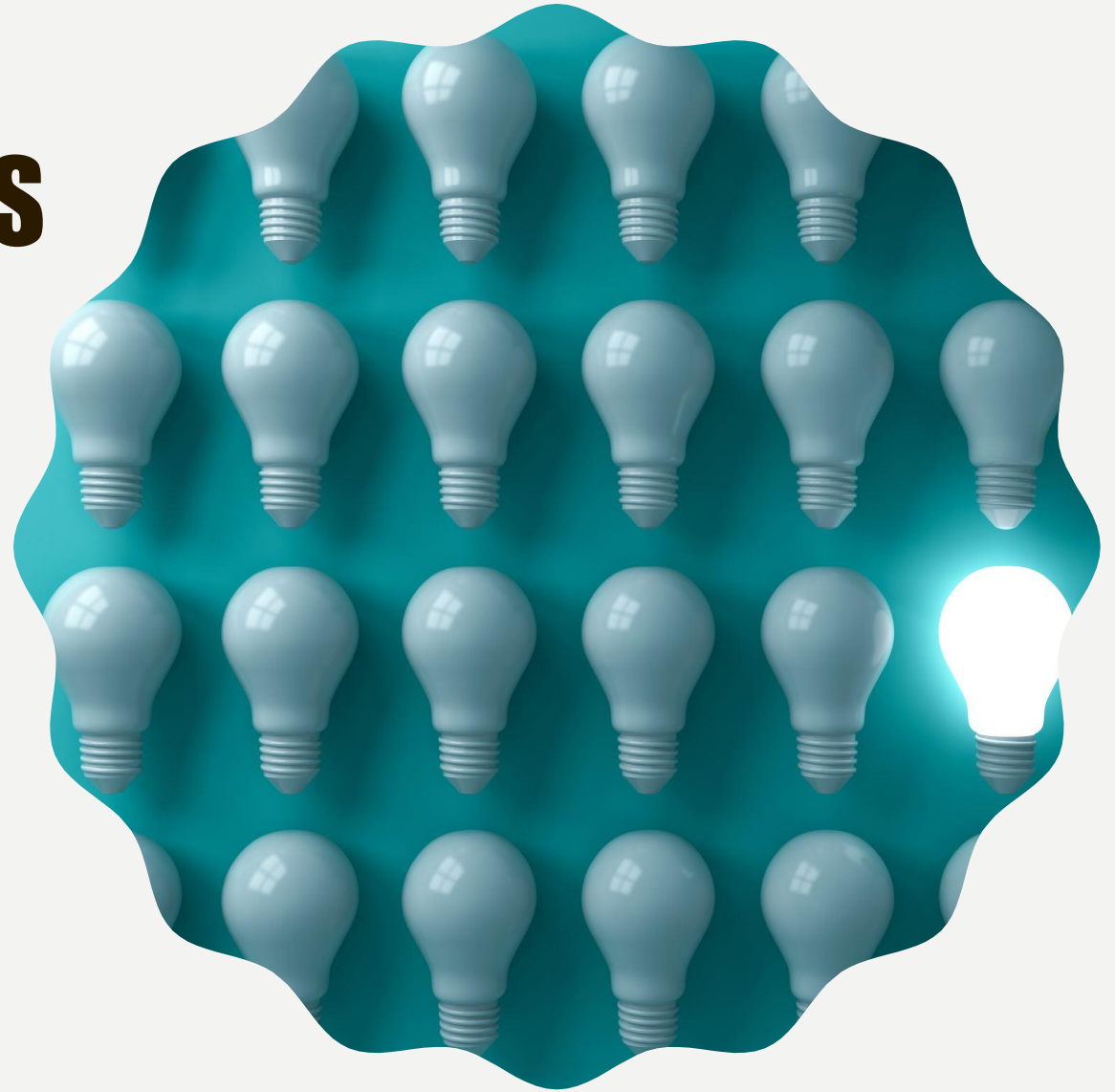
Figure out what went wrong

5

Reward and compliment yourself

DOWNPLAY THE ALTERNATIVE CHOICES

- Think through the alternative choices
 - What are the downsides?
 - Will you lose sleep?
 - Will you do poor on your exam?
 - Convince yourself that the alternative choice is not appealing
 - Focus on why doing well in your classes is important
 - Not failing classes is a good motivator
 - Think about why doing well is important to your future goals





**ARE DISTRACTIONS
THE REASON FOR
YOUR
PROCRASTINATION?**



FIND YOUR “WHY”

- The biggest factors behind most distractions is:
 - Lack of motivation
 - Lack of interest
 - Lack of purpose
- Think of why you are doing what you are doing
- The connection between what you are about to do and your “why” will keep your interest level higher

WRITE DOWN YOUR DISTRACTIONS

- Writing down your distractions will free your mind of them
- You can focus solely on the task at hand
- Once you are done with the study session, you can accomplish the tasks you wrote down on your distraction list



CONTROL YOUR THOUGHTS

- Unwanted thoughts can creep in at anytime pulling your attention away from the task at hand
- Become aware of the thought
- Write it down on your distraction sheet
- Deal with the thoughts after your study session is done
- Drop the thought as it can cause mental distress and loss of focus



TAKE CONTROL OF YOUR ENVIRONMENT

- Temptations and distractions you are putting you at a disadvantage from the beginning
- Find a quiet place where the phone, internet, friends, etc. will not be an issue
- Find the optimal study space- one that works for you



CREATE A DISTRACTION FREE STUDY SPACE

Remove

Remove all distractions- video games, phone, snacks people



Keep

Keep it consistent

- Return to the same space over and over
- Brains love patterns
- Associate space with studying




Make

Make sure everything you need is in arms reach

- If you accidentally leave something in another place, you are giving yourself an excuse to interrupt your workflow
- Pack up and stay put

CHOOSING A STUDY LOCATION

Consider the following:

- Can you really stay focused?
 - Do you prefer group settings or working alone?
 - Do you prefer the library, coffee shop, outdoors, dorm room, etc.?
 - Do you work better in silence or with background noise?
 - Silence: use earplugs/headphones
 - Background noise: play white noise or quiet music, run a fan
- 

ELIMINATE YOUR CHOICES



- Multitasking is one of the biggest distractors
- Switching back and forth between multiple tasks is a huge distraction
- The more options you have, the harder it is to complete a task
- You can't pay attention to more than one thing at a time
- Attention is what gets things done
- Break to-do-list into small, management tasks and check them off when done

PUT YOUR PHONE ON SILENT

- Cell phones can be very distracting
- At the start of your study session, put your phone on silent
- Place your phone far away from you on the other side of the room
- This will eliminate interruptions while you are studying
- Check your phone every 30 to 45 minutes when you take break



ASK PEOPLE TO GIVE YOU PRIVACY

- Human interactions can be very disruptive
- Before you begin to study inform people who are most likely to disturb you
- Make an intentional effort to ask others to respect your privacy and your commitment to your academics
- They are less likely to interrupt you when studying





**WHAT STEPS WILL
YOU TAKE TO STOP
PROCRASTINATING?**

RESOURCES

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- Reynolds, M., About Megan Reynolds Megan loves listening to podcasts while doing all of her favorite things: researching, & View all posts by Megan Reynolds →. (2018, February 08). Procrastination in College: Why We Do It and How to Stop. Retrieved July 06, 2020, from <http://blog.studentcaffe.com/procrastination-in-college-how-to-stop/>