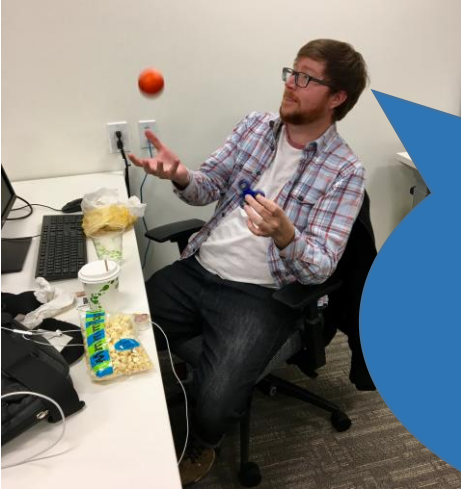


Battling Procrastination



"I sit down to do an assignment. I turn on the computer. I get out all the stuff associated with the essay and I immediately go on Facebook. Three hours later, I've done nothing."

Sound familiar? This is procrastination in its purest form. **Everyone procrastinates**, but some are better at managing it than others.

Here are some tips on how to **avoid procrastination**:

1. Make a to-do list of just the things you **keep putting off**. Set appropriate deadlines for these tasks.
2. Break each task down into **bite-sized chunks**. This will avoid feeling overwhelmed by the task. Once you get one or two parts done, you will feel more positive about your achievements and have the motivation to do more.

3. **Remind** yourself of why you are doing something. Is it for a good grade? Something to put on your CV? or the pride that you will have in yourself in getting something you didn't want to do done?
4. **Reward** yourself with something you like to do, once you've completed the task you are putting off.
5. **Eliminate** distractions or temptations. If your friends are nagging you to go out but you've got an assignment to write, head to the library or a quiet study area somewhere. If you find social media distracting, consider using apps or programmes that block those services.
6. If you find your games console or online gaming too alluring, have a friend or partner take the controller out with them, or have them **lock it away** and keep the key. If it's an online account, have them change the password so that you can't get online.
7. If you are really stuck, **ask for help**.
8. **Tell people** what you are trying to do. Avoiding embarrassment at not completing a task or the pride in proving that you can do it, can be a strong motivator.

Some people don't consider procrastination to be quite as terrible as initially made out. They utilise the habit to achieve other tasks.

This can be tricky to achieve but should you make a to-do list of the **tasks you dislike** or keep putting off, you could focus your energy on smaller less time consuming tasks. However, best practice is to set yourself a plan and stick to it, rather than flit between tasks.

“You don't have to see the whole staircase, just take the first step.”



– Martin Luther King, Jr.



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