

Procrastination

How to beat it



01 INTRODUCTION

DEFINITION

Putting off a task until later

CHARACTERISTICS

We all do it – but some more than others
Wait until the deadline is very close
Then panic and work like mad

REINFORCEMENT

If you get a decent mark you'll keep doing this



02 WHY WE DO IT

PERFECTIONISM

Fear of not doing it well enough

FEELING OVERWHELMED

By the time and effort involved

DON'T KNOW WHERE TO BEGIN

DON'T HAVE REQUIRED SKILLS OR KNOWLEDGE

FEELING RESENTFUL ABOUT HAVING TO DO THE TASK

BENEFITS

03



- PEACE OF MIND
- BOOSTS SELF ESTEEM
- FEELING IN CONTROL OF YOUR LIFE
- BETTER WORK, BETTER MARKS
- ENJOY YOUR FREE TIME WITHOUT GUILT

HOW TO BEAT IT

04



SELF AWARENESS

Realise you are procrastinating
Try to work out reasons why
Can you challenge these reasons?
Think what motivates you and what puts you off

PRACTICAL STEPS

Break tasks into manageable chunks – use pomodoro method and work in short bursts with breaks
Use study planners, and checklists
Set deadlines
Tick off tasks as you go
Reward yourself
Get people on your side to encourage you
Start in the middle if it helps
If you can't face a blank screen or piece of paper, just make yourself write anything for 20 minutes
Try to find a workspace where you won't get interrupted or distracted

FINALLY

Don't have the fun/reward before the work
Don't beat yourself up if it doesn't go perfectly
Keep chipping away at it