



Procrastination

"Nothing is so fatiguing as the eternal hanging on of an uncompleted task."
~William James

Why Do We Procrastinate?

- Because we don't know where or how to start
- To avoid unpleasant or difficult tasks
- Because we fear failure
- We're overloaded or overextended
- We're perfectionists
- We need the "rush" of last-minute pressure
- Because we're tired or don't feel well
- Because we're not interested or motivated
- Because we're waiting for just the right moment

Get to the Root of the Problem

- Why do you procrastinate?
- When do you procrastinate? (Time of day? Day of the week?)
- With what types of tasks are you more likely to procrastinate?
- What are the benefits of procrastinating?
- What are the dangers of procrastinating?
- Who do you procrastinate with or for or because of?
- What tactics do you use to avoid or postpone work?

Dealing with Procrastination

- Create a plan to reduce, control, and eliminate procrastination.
- Base this plan on the answers to the above questions.
- Attempt to reduce procrastination and slowly work toward eliminating it entirely:
 - Set a goal – Make this something *specific*, such as "I'll do my reading before I watch TV." Write it on a to-do list (checking things off is very satisfying). Start slowly and be realistic.
 - Check your progress – Are you keeping up with assignments? Are you prepared for exams without cramming? Are your papers done without extensions? Do you have time for both academics and a social life?
 - Get support – Touch base once in a while with a friend, tutor, mentor, advisor, professor—someone who can offer support and encouragement.
 - Give yourself rewards – A light at the end of the tunnel helps to keep you moving forward.