

PROCRASTINATION: A STUMBLING BLOCK TO MOTIVATION & SUCCESS



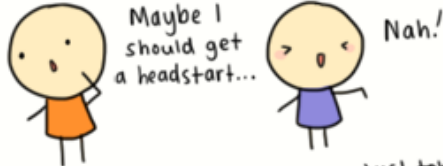
Procrastination is a cycle of outwitting ourselves, rationalizing, putting off high-priority tasks.

stages of procrastination

1. false security



2. laziness



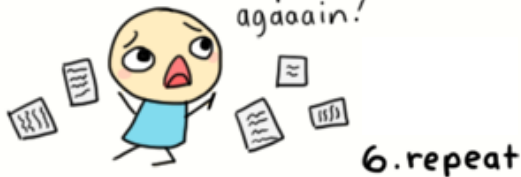
3. excuses



4. denial



5. crisis



6. repeat

Why are we unable to complete assignments and projects on time ?

☒ Just plain afraid?

☒ **Solution:** Stop worrying and start working: Decide to work on a put-off project for five minutes. At the end of that time, make a new decision to stop or to continue for another five minutes. Since getting started is usually the hardest step, you will already be past that part and will have built up momentum to go on.

☒ Feeling overwhelmed?

☒ **Solution:** First, prioritize according to due-dates, length, and importance of assignment. Second, break large projects into steps (mini-goals), and set a realistic deadline for each. Don't forget to reward yourself at the completion of each step. The satisfaction of completing a step is fuel to continue.

☒ Unable to concentrate?

☒ **Solution:** Find a quiet, roomy place and have all needed materials around you. Before you start, spend a few minutes setting goals for that study time. Getting organized will save time and can ease you into the tasks ahead. Let your friends and family know your study schedule so that they can plan phone calls at other times. Setting aside a specific block of time for phoning can be a reward for completing a goal.

☒ Feeling indecisive?

☒ **Solution:** Talk to a counselor in the Counseling Center. Always be honest with yourself and your parents.



Other Helpful Steps



- ☒ Pinpoint where delays start.
- ☒ Start early and set realistic deadlines.
- ☒ Make periodic progress checks and reward yourself.

- ☒ Intersperse periods of rest and recreation with periods of work.
- ☒ Carry over positive feelings / energy and start a new task after you completed one task.

- ☒ Look at excuses realistically. Determine the real problem, and take steps to solve it.
- ☒ Visualize success or task completion. Picture yourself achieving a goal.