Tips for Managing Procrastination

• Get rid of catastrophizing
  ◦ We often procrastinate because we think a task is too large, boring, painful, or unbearable to start

• Focus on your “why"
  ◦ Think about the long-term gains you will get from completing your task rather than on the short-term negatives

• Get out your calendar
  ◦ Schedule in enough time to complete your task

• Be realistic
  ◦ When setting your schedule, make sure you give yourself enough time and be realistic and know yourself. If you aren't a morning person, avoid scheduling studying in the morning.

• Chunk it
  ◦ When a task seems like too much, break it up into little pieces and set goals to complete each piece by a certain time

• Excuses be gone
  ◦ Be honest with yourself and recognize when you are just making an excuse

• Get a partner
  ◦ Find someone to keep you accountable or to work on the task with you

• Optimize your environment
  ◦ Remove distractions

• Drop the perfectionism
  ◦ It's okay not to be perfect and to make mistakes. Forgive yourself and keep going!

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