

Techniques to Manage Procrastination

Set Priorities

Not: I don't know where to begin, so I can't begin at all.

Instead: The most important step is to pick one project to focus on.

Break the Task Down into Little Pieces

Not: There's so much to do, and it is so complicated. I am overwhelmed by my English term paper.

Instead: I don't have to do the whole project at once.

There are separate small steps I can take one at a time to begin researching and drafting my paper.

Set up Small, Specific Goals

Not: I have to write my thesis within two months

Instead: If I write two pages per day, I can finish a first draft in one month.

Take One Small Step at a Time

Not: It's too much. I'll never get it all done.

Instead: What is the next step on my list? I'll concentrate on that step for right now.

Reward Yourself Right Away When You Accomplish a Small Goal

Not: I can't take any time out until I'm completely finished.

Instead: I spent an hour working. Now I will call a friend.

Use a Time Schedule

Not: I must devote the whole week to this project.

Instead: I can use these times this week to work on my project: Monday 7-8; Tuesday 7-9, Saturday 10-12.

Learn How to Tell Time

Not: Sorting through these papers and reorganizing my file cabinet will be a snap. It won't take me more than an hour, so I can do it anytime.

Instead: Sorting papers always takes long than I expect, so I'll start tonight. I'll spend 2 hour filing 1 stack of papers.

Optimize Your Chances for Success

Not: I will do my writing this weekend at home.

Instead: I will write during the week in a library (Choose whatever conditions are optimal for you to get work done).

Delegate, if Possible

Not: I am the only person in the world who can do this. Instead: I don't have to do this all by myself. I can ask someone else to do part of the job and still feel a sense of accomplishment.

