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 longer than I expect, so I’ll start tonight. I’ll spend 2 hours 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.