

10 Procrastination Elimination Strategies

Reframe Time

- When we think of time in smaller units, it makes the future feel closer and we're much more likely to take action. For example, reframe three days to 72 hours.

Establish A Plan

- Setting a precise time during the day for completing a task can help you get it done. Consider creating a weekly routine and set specific times to help you accomplish your tasks.

Find Your Ideal Environment

- Your working environment can directly influence procrastination. Where can you best avoid distractions and sustain motivation? Consider the library, a coffee shop, or room without a tv or bed.

Get Social

- Work with students who tend to complete tasks. These individuals can serve as positive models instead of fellow procrastinators who help maintain procrastination.

Remind Yourself

- Have reminders. These can be physical, like Post-It notes by your laptop, or digitally on your phone.

Divide & Conquer

- Consider breaking up big assignments into smaller pieces. Once you divide up your work, set a goal to work on a task or two at a time. This will make it seem more manageable to accomplish.

Just 10 Minutes

- Tell yourself you will work on a task you are putting off for just 10 minutes. This will help you find your motivation to start and allow momentum to build.

Switch Tasks

- If you notice you are losing energy on a particular subject, switch to another to stay focused. For example, if you have an hour, study for one class for thirty minutes, and then work on an assignment for another class for the remaining thirty minutes.

Reward Yourself

- After you accomplish a task, consider how you can reward yourself. Make sure that your reward is focused on something that enjoy. For example, "If I study for 50 minutes, I will eat some ice cream." Remember only reward yourself when you accomplished your desired task.

Use Your Resources

- Make an appointment with an Academic Coach to help you better understand your procrastination habits and take steps to address them.