

Procrastination Elimination Tips

Reminders: Set alarms or timers to get yourself on track at certain times. Put sticky notes in places that remind you to finish a task. An example would be to place one on your computer to email a professor.

Bit-By-Bit: Commit to finishing a certain amount of work or work for a certain amount of time. For example, rather than finish a 4-page paper in a day, start writing a page a day 5 days before.

5 Minute Focus: Work on a task for 5-10 minutes. After the 5-10 minutes decide whether you will continue, it is common to build momentum after a couple of minutes.

80% Rule: Don't try to finish an entire assignment in one sitting, realistically try to finish about 75-80% of the assignment. By the time you reach this you will likely have the motivation and momentum to finish the remaining percentage.

Routine Time: Set a precise time in the day to do an activity to start a routine, this will help you establish the regulation of a behavior.

Time Tracking: It is often difficult for procrastinators to estimate the time needed to complete a task. Record the amount of time it takes you to do a task on multiple occasions to better estimate in the future.

Material Reinforcement: Set an amount of time to work on a task, then reward yourself after. An example would be to agree to study for an hour and then call a family member or eat some chocolate.

Social Support: Study with a friend or classmate nearby and hold each other accountable for getting off topic.

Modify Surroundings: Your surroundings can influence procrastination. Try working in an upright seated position, not on a bed or couch. Work in a place with quieter surroundings and put away possible distractions.