

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; i.e., putting a post-it on your computer to remind you to email a professor.

Bit-by-Bit: Commit to finishing a certain amount of work, or work for a certain amount of time. For examples, rather than finish a 4-page paper in a day, start writing one page/day, 5 days before the paper is due.

5 Minute Focus: Work on a task for 5-10 minutes. After the 5-10 minutes, decide whether or not you are going to continue--it is common to build momentum after just a few 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 that you are ~80% of the way done, you will likely have the motivation and momentum to finish the remaining percentage.

Routine Time: Set a precise amount of time in the day to do an activity. Use this designated time to start a routine, which will help you stay consistent.

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 have a treat.

Social Support: Study with a friend or classmate nearby and hold each other accountable if/when one of you gets off topic.

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