

# Tips to Stop Procrastinating and Just



- 1. Evaluate your avoidance.** What's holding you back from starting or completing a task?
  - **Too Difficult?** Break it down into small parts
  - **Uninteresting?** Get help from others in finding ways to make it interesting
  - **Being a perfectionist?** Let it go. Decide that you'll do all fine tuning when it's DONE
  - **Fear of failure?** Do just a part of the task and ask for feedback so that you'll know if you're on the right track.
- 2. Allocate time on a calendar/planner.** Map out when you'll work on each subject/task.
- 3. Assess the Task & Do a Bit.** Create a checklist for each subtask and then just do one.
- 4. Set goals.** How are you supposed to know where you're going without a road map? Setting goals will allow you to understand what you need to accomplish and remind you of why.
- 5. Prioritize.** Always try to tackle the most challenging tasks first (or at least right after a quick fun task). Putting a challenging task at the bottom of your to-do list is certain to kick you into procrastination mode. Stay motivated and productive by starting a challenge early.
- 6. Find your best workspace.** Avoiding working where you're likely to run into friends. Bedrooms can also be really distracting, since it's not only for studying, and there are all kinds of other things that might distract you. Choose a place to work or study that won't.
- 7. Eliminate distractions.** Avoid mindless Web browsing, stop checking social media, lock your door, get out of your inbox and stop checking your phone, In fact, turn off your phone or leave it in your room. Use the distraction blocker apps at [www.dickinson.edu/SOAR](http://www.dickinson.edu/SOAR)
- 8. Create motivators.** You may work better with using a carrot or a stick approach.
  - The Carrot:** Be ready to reward yourself with a treat (could be chocolate, using Facebook, or watching a video.)
  - The Stick:** Give someone money and tell them to spend it if you're not done by a designated time. Or tell yourself "If you don't \_\_\_\_, you can't \_\_\_\_." You might also try the app <http://www.stickk.com/> that helps with sticking to the goals you set.
- 9. Tell friends or family your plan.** It's easier to hold yourself accountable to your plan if you have announced it. If you're working on a draft of a paper, schedule a Writing Center appointment to go over it.
- 10. Don't beat yourself up!** Combatting procrastination isn't easy. It takes a major overhaul of your habits and a determination to adopt new strategies. And changing a lifetime of habits takes time. Take whatever steps you can. Once you do, you'll be glad you did!