



Procrastination Busters!

Chunk it Down

Break down large projects into small tasks, and tackle one at a time. Keep motivated by setting mini-deadlines and providing yourself with rewards for jobs done well and on time. (Don't go for that cup of java until the letter is typed, addressed, stamped, and in the mailbox!) Plan rewards at each step of the project.

Make a Choice That Supports Your Efforts

Procrastination is choosing to delay one thing by choosing to do something else. When you choose to do one thing, you automatically let other choices go. If you make no choice then you have nothing.

Use a Timer, Watch, or Alarm Clock

Use these devices to keep you on schedule. Set time limits on tasks to avoid hyperfocusing so much on one job that the others don't get done. Divide work into short periods with frequent breaks. Reward yourself by doing stretches every two or three minutes.

Plan Ahead

Leave yourself plenty of time for repeating a task, getting lost, or whatever else may occur unexpectedly. Write down your plans and structure activities in rational order, so that one task logically follows the rest. Doing so will help you group related activities and save time.

Example: Drop off the dry cleaning on the way to the library, instead of making two separate trips in the same day.

Delegate

Ask friends for help with things you're not good at, and focus on what you do best. Remember that what you don't like doing (such as cleaning or doing laundry) someone else may actually enjoy. Don't feel guilty. Remember how good it feels to do something nice for your friends and family. Then, return the favor.

Ways to Get Organized

Use a **file cabinet** for school and personal use with files that are color-coded to the subject in question (green for money matters, pink for health and nutrition, etc).

The **"Basket System"** helps keep subject material together. Baskets make it easy to stash and retrieve articles, research, notes, and other material for each course. Putting things away also keeps them from distracting you when you're trying to focus on something else.

Put a **bulletin board** by your desk. This provides space to post visual reminders, deadlines for papers, tests to study for, friends' birthdays, swim practice, and everything else on your plate.