

Patterns of Procrastination

Unpleasant Task/ Lack of Interest

- Schedule it at the beginning of the day so it is not hanging over your head all day long.
- Think of how great you will feel to have it done.
- Reward yourself when you follow through.

Someone Else's Goal

- Set a boundary...say no or accept only the part of the job that you feel good about.
- If you cannot say no (i.e. employment situation), then you may choose to follow the above solution.

A Large Overwhelming Project

- Break it down into small, manageable tasks.
- What part can you do? What part can you delegate?
- What is the first small step you know you can do right now?

Lack of Focus Due to Multiple Projects

- Prioritize the projects then break them down into small manageable tasks as above.
- Focus on completion of one project at a time.

Fear

- What is the fear telling you?
- Is it legitimate or the product of an irrational assumption?
- Often, what we anticipate never happens.

- If you need to stand up to your fear, then visualize a positive end result. Use affirmations and visualization to break through the fear.
- Focus on how great you will feel simply for having the courage to try.
- You gain strength, wisdom, and confidence from each experience.

Poor Time Management

- Schedule a block of time daily or weekly to work specifically on your project.
- Keep these appointments.
- Begin with small blocks of time (an amount of time you can commit to) until you are consistently keeping your appointments, then add more time.

Indecision

- When you don't know what to do, set a deadline.
- Get whatever support and information you need to be able to make an educated decision.

See if you can identify some of your personal patterns or reasons why you put things off when you know that they need to be done.

Remember that help is available. You can make an appointment with an Education Counsellor at Student Affairs.