

DON'T PUT THE "PRO" IN "PROCRASTINATION"!

Everyone procrastinates. The secret to dealing with procrastination is to:

- Discover why you are procrastinating and if it is over certain areas of your life (homework, studying, cleaning, etc)
- Choose a strategy (or several), matching them to the specific situation in your life
 - **Keep it simple.** "Warm up" by doing a part of the task that requires little effort.
 - **10 Minute Rule:** Set your timer for 10 minutes. No stopping for at least 10 minutes.... Now try it again...
 - **Divide** tasks into smaller chunks to reduce difficulty.
 - **Make a list** of these small tasks and check them off as you complete them.
 - **Complete a high priority or time consuming task** to give you a sense of accomplishment.
 - **Sandwich difficult tasks between** more pleasant activities.
 - **Set up a routine** to help you get started on tasks you must do regularly.
 - **Establish a reward or incentive** for finishing something.
 - **Cut off temptations:** turn off your phone, shut your door, study away from TV, or bed, etc.
 - **Lower expectations** and do the best you can within the time limit. Even if you only get half of it done, at least that is better than none!
 - **Change your the mental message** from "I should..." to "I'd like to...". Place a positive spin on things!
 - **Imagine the worst case scenario** if you don't do what you are avoiding.
 - **Imagine how good you will feel** to get this thing started or done!
 - **Have a "study/workout/accountability buddy"** to help discipline you to stay on task.
 - **Go public and social!** Tell people what you plan to do. You'll feel guilty if you don't. (If you don't post it, it didn't happen! #WentToTheGymToday #OwnedThatAssignment)
 - **Believe in yourself.** You got this!