

# Techniques to Manage Procrastination

## Set Priorities

*Not: I don't know where to begin, so I can't begin at all.*

*Instead: The most important step is to pick one project to focus on.*

## Break the Task Down into Little Pieces

*Not: There's so much to do, and it is so complicated. I am overwhelmed by my English term paper.*

*Instead: I don't have to do the whole project at once.*

*There are separate small steps I can take one at a time to begin researching and drafting my paper.*

## Set up Small, Specific Goals

*Not: I have to write my thesis within two months*

*Instead: If I write two pages per day, I can finish a first draft in one month.*

## Take One Small Step at a Time

*Not: It's too much. I'll never get it all done.*

*Instead: What is the next step on my list? I'll concentrate on that step for right now.*

## Reward Yourself Right Away When You Accomplish a Small Goal

*Not: I can't take any time out until I'm completely finished.*

*Instead: I spent an hour working. Now I will call a friend.*

## Use a Time Schedule

*Not: I must devote the whole week to this project.*

*Instead: I can use these times this week to work on my project: Monday 7-8; Tuesday 7-9, Saturday 10-12.*

## Learn How to Tell Time

*Not: Sorting through these papers and reorganizing my file cabinet will be a snap. It won't take me more than an hour, so I can do it anytime.*

*Instead: Sorting papers always takes long than I expect, so I'll start tonight. I'll spend 2 hour filing 1 stack of papers.*

## Optimize Your Chances for Success

*Not: I will do my writing this weekend at home.*

*Instead: I will write during the week in a library (Choose whatever conditions are optimal for you to get work done).*

## Delegate, if Possible

*Not: I am the only person in the world who can do this. Instead: I don't have to do this all by myself. I can ask someone else to do part of the job and still feel a sense of accomplishment.*

Me? A procrastinator?

I'll prove you wrong someday. Just you wait and see.



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