**Overcoming Procrastination**

Procrastination is the avoidance of doing a task, which needs to be accomplished. This can lead to feelings of guilt, inadequacy, depression and self-doubt among students. Procrastination has a high potential for painful consequences, It interferes with the academic and personal success of students. Procrastination is decision. Being aware of your decision to procrastinate allows you to decide differently.

**Why do Students Procrastinate?**

Procrastination begins with some kind of negative feeling that distracts us. If you can recognize and reframe some of these feelings of anxiety and self-doubt, you can make a plan for organizing your time and yourself.

|  |  |
| --- | --- |
| **Problem** | **Solution** |
| **Unrealistic Expectations and Perfectionism.** You believe that you MUST read everything ever written on a subject before you can begin to write your paper. You may think that you haven’t done the best possibly you could do, so it’s not good enough to hand in. | * Set a start time and get started. Decide to do the best you can at the moment. Review and revise later.
 |
| **Fear of Failure.** You may think that if you don’t get an A, you are a failure. Reality of failing an exam; You are a perfectly ok person who has failed an exam.**The Task is Boring** | * Reframe failure, use it to learn; move on to the next event. Compete only with yourself! Visit the professor – how can I do better on the next exam?
* How is the task related to your priorities and goals?
* Apply material to yourself.
 |
| **Fear and Anxiety** You may be overwhelmed with the task and in fear of getting a bad grade. As a result, you spend a great deal of time worrying about your upcoming exams, paper and projects, rather than completing them.  | * Use award system for accomplishing tasks.
* Break the large task into small parts. Set specific goals. One bite at a time.
 |
| **Difficulty Concentrating.** Daydreaming, staring into space, looking at pictures of your boyfriend/girlfriend, etc., instead of doing the task. | * Decide on the right environment. Set a goal to accomplish in a hour.
 |
| **Personal Problems**. Financial difficulties, problems with your boyfriend/girlfriend, etc.  | * Write down the problem and identify action plan to deal with it.
 |
| **Poor Time Management.** You may be uncertain of your priorities, goals and objectives. You may also be overwhelmed with the task and put off your academic assignments for a later date, or spend too much time with friends and social activities, worrying about upcoming examinations, class projects and papers rather than completing them. | * Keep a record of how you are using your time.
* Make a weekly schedule, daily to do list and monthly calendar.
* Schedule study time. Set goals for study sessions.
* Decide how much time to give each project/task.
 |