

# PROCRASTINATION HOW TO BEAT IT



01

## INTRODUCTION

### DEFINITION

Putting off a task until later

### CHARACTERISTICS

We all do it – but some more than others  
Wait until the deadline is very close  
Then panic and work like mad

### REINFORCEMENT

If you get a decent mark you'll keep doing this



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## WHY WE DO IT

### PERFECTIONISM

Fear of not doing it well enough

### FEELING OVERWHELMED

By the time and effort involved

### DON'T KNOW WHERE TO BEGIN

DON'T HAVE REQUIRED SKILLS OR KNOWLEDGE

FEELING RESENTFUL ABOUT HAVING TO DO THE TASK



## BENEFITS

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- PEACE OF MIND
- BOOSTS SELF ESTEEM
- FEELING IN CONTROL OF YOUR LIFE
- BETTER WORK, BETTER MARKS
- ENJOY YOUR FREE TIME WITHOUT GUILT

## HOW TO BEAT IT

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### SELF AWARENESS

Realise you are procrastinating  
Try to work out reasons why  
Can you challenge these reasons?  
Think what motivates you and what puts you off

### PRACTICAL STEPS

Break tasks into manageable chunks – use pomodoro method and work in short bursts with breaks  
Use study planners, and checklists  
Set deadlines  
Tick off tasks as you go  
Reward yourself  
Get people on your side to encourage you  
Start in the middle if it helps  
If you can't face a blank screen or piece of paper, just make yourself write anything for 20 minutes  
Try to find a workspace where you won't get interrupted or distracted

### FINALLY

Don't have the fun/reward before the work  
Don't beat yourself up if it doesn't go perfectly  
Keep chipping away at it