

Beating Procrastination

"Do or do not do. There is no try."

- Master Yoda

Manage your time

- ☐ Plan your semester.
- ☐ Plan your work time and play time.
- ☐ Make a prioritized To-Do list.
- ☐ Do what you can **right away** instead of adding it to your list.

Set reasonable goals

- ☐ Find a reason for doing things you would rather not do. Sometimes it can be as simple as, "I don't want to have to take this course again."
- ☐ Break goals down and schedule the steps. **Do one step right away.**

Break tasks down

- ☐ Divide the task into smaller chunks and schedule them.
- ☐ Do at least one chunk **right away**.
- ☐ Once you are started, it may be easier to continue.

Use a Timer

- ☐ Commit to doing 15 minutes of something you would rather not do. Start **immediately**.
- ☐ Set a timer.
- ☐ Give yourself permission to stop when the timer rings.
- ☐ Keep going if you feel like it.

Take control

- ☐ **Do something, right away.** Action overcomes fear, stress and laziness.
- ☐ Tackle **unpleasant tasks first**.
- ☐ **Change the way you think** about the task.

REPLACE:

I have to

I've got to finish...

With:

I choose to

I will start...

