

PROCRASTINATION VS. TIME MANAGEMENT

SOMEDAY IS NOT A DAY OF THE WEEK

TOP 10 REASONS WE PROCRASTINATE



FIRST STEP: PRIORITIZE

DO IT



Put it on your calendar and block out all the time you will need to accomplish the task. Space these blocks of times out and give them the same level of importance as things you really want to do.

DELAY IT



Decide when you will accomplish a specific task and put it on your "to-do list" with specific time period where you will be able to do it. It may be you need more information or planning before you are able to actually accomplish the task, so don't worry if you are not able to get to it now.

DELETE IT



Remove it completely from your list of things to do, if you don't remember why it's on there to begin with or you don't see a benefit in having it done. Let it go!

CONCLUSION OF THE FLOW:

This simple strategy is a start to stopping procrastination by breaking overwhelming tasks into smaller time segments that seem more possible to get done. It will also provide a visual of all that has to get done, making it easier to prioritize and track.

WAYS TO BEAT PROCRASTINATION

Accept that there is no magic wand: you will have to do the task!

Ensure you have the right equipment, information, etc. to help in tackling the task through planning, but set a limit on planning time.

Set time limits for each task. But, remember plans need to be flexible, so leave unplanned time for obstacles and relaxation.

Break down tasks into manageable bits. Set small goals - to read one chapter; to write 1 page; to work 45 minutes.

When you get stuck, rather than stopping work, try a different strategy or work on a different section of the task.

Procrastination can be related to anxiety about the quality of work you will produce, but remember it's better to produce something than nothing.

Keeping your school work physically out, in full view gives you a reminder that you're in the middle of a task, or that you need to start.

Boost your motivation, remind yourself that you can be successful and reward yourself when you do complete a task.

Make your intentions public. This will add pressure, but for some of us, avoiding embarrassment is the mightiest motivator.

S.M.A.R.T. GOALS

SPECIFIC- A specific goal has a much greater chance of being accomplished than a general goal.

Goal Needs Work

Read textbook for two hours.*
(Note: Any goal exceeding 1.5 hours of study should be broken into smaller goals.)

Goal is Much Better

Read 10 pages of Chapter 1 in an hour and prepare thoughts for class.

MEASURABLE- Keeping track of progress gives incentives to keep going.

I want to do well in my classes.

I want to earn a 3.0 GPA this semester with no grade below B.

ATTAINABLE- Goals are realistic and attainable. While an attainable goal may stretch a group to achieve it, the goal is not extreme.

I will study 40 hours every week outside of class.

I will study 1 hour for each credit hour that I take and save my extra energy for midterms and finals week.

RELEVANT- When you identify goals that are most important to you, you begin to figure out ways you can make them come true.

I wish to review every concept covered in my classes.

I will spend time in the Academic Support Center reviewing with a Tutor who has taken the class I wish to understand better at least twice a week.

TIME-BOUND- A time-bound goal is intended to establish a sense of urgency and prevent goals from being overtaken by the day-to-day crises that invariably arise.

I will graduate.

I will graduate in less than two years by taking 15 hours a semester.

I'll start my paper tomorrow...

Today, I can read the essay question and pick my topic.

THERE'S AN APP FOR THAT

PICK A CALENDAR THAT WORKS FOR YOU

HAVING A CALENDAR IS AN EASY WAY TO KEEP TRACK OF SCHOOL AND PERSONAL TASKS THAT NEED TO GET DONE. DEPENDING ON YOUR PREFERENCE, THERE MANY SIZES AND TYPES OF DAY PLANNERS THAT CAN BE EASILY CARRIED. DON'T WANT TO CARRY A PLANNER AROUND? THERE ARE MANY APPS AVAILABLE, BOTH FREE AND FOR A PRICE. EXPLORE YOUR APP STORE FOR A CALENDAR THAT SUITS YOUR NEEDS.



UNSTUCK
Live better every day



FINISH 2.0

DESCRIPTION:
Finish claims to take advantage of how you normally think by being in your face when you need it, and in the background when you don't. Tasks are automatically arranged by priority based on due dates.

PRIORITY MATRIX

DESCRIPTION:
This app is based on the Eisenhower matrix for prioritizing and managing tasks. It visually organizes your lists, agendas, and priorities by color and label. You can set start dates and target dates.

UNSTUCK

DESCRIPTION:
A free app for iPad, helps you figure out why you're procrastinating and gives us the tools to overcome it. "Now or Never," one of 11 tools in the app, enables you to give yourself a healthy push.

FOCUS TIME

DESCRIPTION:
This app, formerly known as PomodoroPro, is based on the Pomodoro technique for time management. If you're not familiar, it is yet another way to break up tasks into small time blocks.

SOURCES:

<http://klat.com/blogs/four-iphone-apps-to-help-reduce-procrastination>
<http://www.unstuck.com/how-we-procrastinate.html>
<http://psychocentral.com/blog/archives/2013/03/07/a-simple-strategy-to-help-you-stop-procrastinating/>
<http://www.counselling.cam.ac.uk/selfhelp/leaflets/procrastination>
<http://blogs.extension.iastate.edu/foodsavings/tag/smart-goals/>

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