



Overcome Procrastination and Get It Done!



Can't tear yourself away from social media? Keep clicking on "Keep Playing" on Netflix? Have a super clean house, but a pile of untouched work? Try these steps for overcoming procrastination and getting your work done. Fill in the action plan on the reverse side to help put your ideas into action.

1. Recognize what's happening

- Knowing that you're procrastinating is the first step to making a change

2. Forgive yourself

- We all do it. It's ok. You'll be more successful in getting work done if you aren't being too hard on yourself.

3. Understand why you're procrastinating

- Can you identify why you aren't doing your work? Is it because you don't know how to start? You fear it's too difficult? Many factors can contribute to procrastination; understanding why you're procrastinating will inform your plan on overcoming it.

4. Make a plan

- Assess tasks
- Prioritize
- Set realistic goals
- Make a schedule

5. Breakdown tasks into VERY small steps

- For example, open a document, read the chapter title, write down your name.
- A little action will...
 1. Make you feel better about the task
 2. Increase your self esteem
 3. Reduce your desire to procrastinate

6. Just start!

- The "perfect" time will not come.

7. Set yourself up for success

- Identify the best times and spaces for productivity.

8. Think of your future self (and be kind!)

- Visualize how you'll feel when you've done your work. What makes getting your work done worthwhile?

9. Create accountability

- Find a commitment device (e.g., give a friend \$100 or a valuable possession – you get it back when you've completed your task!)
- Work with friends and help keep each other on track.

Procrastination Combat Plan

Carefully consider your answers to these questions

Why am I procrastinating? Consider all the reasons you delay your work.

Why do I want to stop procrastinating? Think of the benefits to your future self.

How will I overcome my procrastination issues? **Be specific!** For example,

- Improve study skills
- Break down my assignment
- Push past discomfort
- Remove distractions
- Reduce commitments
- Manage my time better
- Go to bed early
- Talk to a counsellor
- Let go of perfectionism
- Create accountability

Be sure to add your own detail to these cues. For example, if you want to go to bed earlier, think of how you will accomplish that. If your ideal sleep time is 11 pm, that might mean turning off devices at 10 pm, winding down by reading a novel, practicing yoga, or making tomorrow's to-do list for 30 minutes, brushing your teeth and doing all other bedtime preparation by 10:30 pm, all so that you can be asleep by 11 pm.