Procrastination

What is procrastination? Putting off an assignment or task

Reasons for procrastination? Uncertain how/where to begin; overwhelmed by the assignment—example: research paper/final project; skill-level and knowledge; perfectionism; not interested in topic; lack of motivation; fear of failure.

Effects of procrastination? Stress! Failing or near-failing grades due to: submission of incomplete or inferior work, late submission, or failure to submit the assignment at all.

Determine why you are procrastinating—once you understand why you are putting off an assignment, you should be able to discover some solutions.

Try the following strategies:

- Develop better study strategies
- Utilize time management techniques; ex: planner/calendar/phone
- Set small goals that are achievable—break a large assignment or research paper into smaller parts. If the goal is too large, it may lead to failure and frustration.
- Create a time line—applying a time frame for each small goal with a deadline for project completion.
- Use incentives for the achievement of each small goal. This provides motivation and encourages continued progress.
- Get started—the toughest part is beginning.
- Consider the results: did you reach each goal? If not, why not? Were the goals too ambitious? If so, make the goals smaller and more achievable. Did you allow enough time for each goal? If not, adjust your time line for the next project/paper.
- Setbacks happen—do not dwell on a failed attempt—bounce back and try again!
- Most important: seek help when needed. There are many resources available to help you be successful—use them!

The strategies to avoid procrastination will only work if you are **motivated to change!**