Procrastination: Tips to help avoid it!

Procrastination is a problem that many students encounter, which can have negative effects on their academic performance. The following are tips to help you overcome procrastination:

- **Positive self-talk.**
  Write down the excuses that you often use to justify procrastination, and replace these excuses with a realistic thought.
  
  EXCUSE: I’m not in the mood right now.
  
  REALISTIC THOUGHT: Mood doesn’t do the work, actions do.
  
  If I wait until I’m in the right mood, the work may never get done.

- **Motivate yourself with positive statements.**
  For example: “The sooner I get the work done, the sooner I can do what I want”.

- **Set clear, specific goals for yourself and stick to them.**
  If you are working on a large project, set goals for each step and include the time by which you want to have them accomplished.

- **Make a list of the work that needs to be done and prioritize it.**
  Start with the most important task, and work down the list.

- **Divide large tasks into smaller sub-tasks.**
  This helps make the work more manageable.

- **Commit yourself to the task.**
  For example, write a contract, and have a friend or parent hold you accountable to it.

- **Reward yourself for completing required tasks.**
  What better way to motivate yourself than having a reward at the end!