

TIME MANAGEMENT + ORGANIZATIONAL TIPS & TRICKS

MANAGING PROCRASTINATION

WHY?

EVERY student procrastinates at one point or another. However, if you keep the following 5 key ideas in mind, you will be able to combat procrastination, keep yourself on task, and feel an overall sense of relief.

LOCATION

- While completing an assignment, make sure that you are somewhere where you are able to concentrate.
- Physical and digital distractions both lead a person to procrastinate their assignments further, which may result in an increased amount of stress later.

DISTRACTIONS

- Eliminate ALL virtual distractions.
 - Phone out of sight
 - Turn off all notifications
- Close irrelevant pages on your laptop OR use an app to block distracting websites for a certain amount of time.
- Here are some apps to help with distraction:
 - Forest
 - SelfControl
 - StayFocused

SCHEDULE

- Schedule a realistic time on your calendar that you will commit to working on an assignment.
- Break larger assignments into smaller tasks.
- Work during your peak productivity hours.

ACTION

- Remember that motivation **STARTS** from actions and not the other way around.
- The only way to get motivated about completing an assignment is to jump that hurdle and **START** that assignment.

REWARDS

- Plan breaks as rewards after you have worked a certain amount of time, or have reached a checkpoint in your assignment.
- These breaks can include talking to your roommates, going on a walk, unlocking your social media app, etc.
- Work for that reward!

