



## **Techniques To Manage Procrastination**

---

### **Set Priorities.**

**Not:** I don't know where to begin, so I can't begin at all.

**Not:** I have to do EVERYTHING! Nothing less will do.

**Instead:** The most important step is to pick one project to focus on.

### **Break the Task Down into Little Pieces.**

**Not:** There's so much to do, and it's so complicated. I'm overwhelmed by my English term paper.

**Instead:** I don't have to do the whole project at once. There are separate small steps I can take one at a time to begin researching and drafting my paper.

### **Set Up Small, Specific Goals.**

**Not:** I have to write my thesis within two months.

**Instead:** If I write 2 pages per day, Monday-Friday, I can finish a 1st draft in 1 month. I'll have a revised final draft in 2 months.

### **Take One Small Step at a Time.**

**Not:** It's too much. I'll never get it all done

**Instead:** What is the one next step on my list? I'll concentrate on that step for right now

### **Reward Yourself Right Away When You Accomplish a Small Goal.**

**Not:** I can't take any time out until I'm completely finished.

**Instead:** I spent an hour working. Now I'll call a friend.

### **Use a Time Schedule.**

**Not:** I must devote the whole week to this project

**Instead:** I can use these times this week to work on my project:  
Monday 7-8; Tuesday 7-9; Saturday 10-12.

### **Learn How to Tell Time.**

**Not:** Sorting through these papers and reorganizing my file cabinet will be a snap. It won't take me more than an hour, so I can do it any time.

**Instead:** Sorting papers always takes longer than I expect, so I'll start tonight. I'll spend 1 hour filing 1 stack of papers.

### **Optimize Your Chances for Success.**

**Not:** I'll do my writing this weekend at home.

**Instead:** I'll write during the week in a library. (Choose whatever conditions are optimal for you to get work done.)

### **Delegate, if Possible.**

**Not:** I am the only person in the world who can do this.

**Instead:** I don't have to do this all by myself. I can ask someone else to do part of the job and still feel a sense of accomplishment.

### **Just Get Started.**

**Not:** I can't write this speech until inspiration hits.

**Instead:** I'll write what first comes to mind, then improve it later.

### **Look at What You Have Accomplished.**

**Not:** I have hardly made a dent in all there is to do.

**Instead:** I have reviewed my lecture notes and read 3 chapters. That won't guarantee me an "A", but it's more than I did yesterday.

### **Be Realistic!**

**Not:** I should be able to work full-time, take 4 classes, be president of the Esperanto Club, spend more time with friends, and play tennis 2 hours a day with no trouble at all.

**Instead:** I have limits. I can take on fewer responsibilities and still like myself.

---