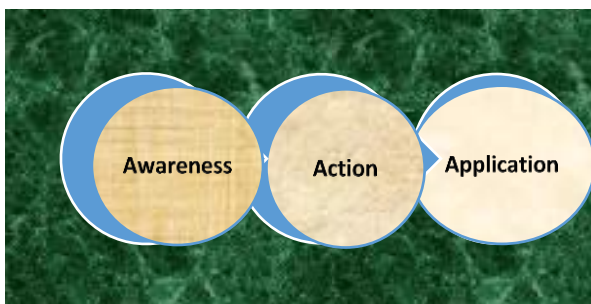


DEALING WITH PROCRASTINATION

When it comes to managing time and managing the self, most students struggle with procrastination.

Here are **the 3As** of assisting you in identifying how, why and when you procrastinate and how best to overcome it.



Awareness

Establishing the **'how, when, why and what'** of your procrastination by responding to the following sets of questions:

How do I procrastinate?

- Watching videos
- Social media
- Video games
- Other chores

When do I often procrastinate?

- Before assignments are due
- When I have to join in discussions
- When I have to write a tutorial
- Before tests and exams
- Other (specify).....

Why do I procrastinate?

- Feeling overwhelmed – do not know when and how to begin.
- Thinking that I have plenty of time and therefore completing the task seeming not urgent now.
- Starting the night before – thinking the task will not need much time to complete.
- I do not think doing a good job matters after all.
- Other (specify).....

Ways that procrastination has affected me in the past:

- Missing deadlines/sessions/late submissions.
- Feeling overwhelmed when the work piles up.
- Low marks though knowing I could have done better if I had started earlier.
- Academic results disappointing.
- Other (specify).....

Action

Create a To-do-list

Daily write a to-do-list of your tasks for each following day.

- Prioritise and list the tasks in order of importance.
- Set reasonable time frames to complete tasks – be realistic.
- Do not get stuck on one task- move on and come back when refreshed.

Diarize

- Use a calendar but in the format you like –paper or electronic.

- Keep track of due dates
- Update calendar daily end of each day

Plan ahead


- Do not let tasks and time get away.
- Set minimum time for academic work – time yourself and track your progress.
- Set personal study and classroom times in the calendar just like any appointment.
- Break large tasks into small manageable tasks – set dates
- Avoid cramming for tests/exams the night before. Study early and review a little a day.
- Find appropriate space to study to minimise disruptions.
- Set measurable and realistic goals.

Application

- My goal to reduce procrastination is
- I will achieve my goal by using the following strategies.....

Sources

- <http://www.lib.sfu.ca.slc/strategies/managing-time/procrastination-results-reasons-stopping>
- <http://www.mindtools.com/pages/article/newHT E>

Stay well and safe 

Created by Elizabeth Ndofirepi on behalf of OSS Academic Advising Team May 2020