

Advice to Avoid Procrastination

What is Procrastination?

According to the *Oxford Dictionary*, procrastination is “the action of delaying or postponing something.”

Reasons We Procrastinate:

- Underestimating or overestimating the task
- Failure to manage time
- We're unmotivated
- We're suffering from fear or anxiety

Ways to Get Past Procrastination:

1. Write Down Your Assignments
 - a. *Planners* are a great way for students to write down all of their assignments and tasks, and to see them as a weekly view.
 - b. *To-Do Lists* are useful for those who find planners overwhelming. Simply writing down a to-do list for one day can be easier to visualize.
2. Separate the Tasks into Reasonable Sections
 - a. *Unreasonable Examples*:
 - i. Complete all readings of 100-450 pages by tonight.
 - ii. Write the essay and submit it tonight.
 - b. *Reasonable Examples*:
 - i. Read two chapters each day and take notes accordingly.
 - ii. Start on the thesis statement for the essay tonight.
3. Identify Your Distractions
 - a. *Social Media*: Turn off your notifications or if possible, turn off your phone entirely if it's not necessary towards the work you need to do.
 - b. *Other Conversations*: Are you studying well with others around you? Or are they really just distracting you?
 - c. *Extracurriculars*: Do you have too many things on your plate? You know your schedule best, what are things you should prioritize?
 - d. *Distracting Music*: We all love our tunes, but sometimes the sounds and lyrics can be more distracting than helpful.
4. Change Your Mindset:
 - a. Your brain has power so accentuate the positive. You are in control!

Negative Mindset:

I have to.

I have no choice.

I need to.

Positive Mindset:

I choose to.

I have the power to.

I can.

5. Reward Yourself

- a. Identify 2-3 things that you can do as a small treat for working hard!
 - i. Make your reward realistic and something you can do easily.
 - ii. Stay away from rewards that can take up more time than how long you've studied.

Other Additional Tools for Support:

- Notion (www.notion.com): A great tool to write down your assignments and customize each page for your personal and academic needs. Free version available.
- Pomodoro Time Strategy: Set your timer for 25 minutes. Take a 5-minute break after the study timer goes off. Complete 4-5 pomodoros, and take a longer break (30-45 minutes). Repeat! (Free timer and other pomodoro resources available here: <https://pomofocus.io>.)
- Student Success Tutors: These tutors will help you fight procrastination with time management suggestions; study support; note taking advice; and more! Walk-ins at Ames 105B or schedule a time for an in-person or online appointment at WC Online (<https://iwu.mywconline.com/>).
- Writing Center Tutors: Do you put off writing essays, thinking you can get them done the night before they're due? Meeting with a writing center tutor will help you prevent late-night writing sessions when we all know you're capable of more! Also, do you have specific questions about essays? Do you struggle with a certain writing style? Do you dislike writing? Schedule a time to meet online or in person at WCOnline (<https://iwu.mywconline.com/>).