

# SOME TIPS TO DEAL WITH PROCRASTINATION

Directorate:  
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Development  
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**Define tomorrow.**

**UNISA**



# Some tips to deal with procrastination

- All of us struggle at some time with avoiding tasks. In order to manage a habit of procrastination, try to **keep it specific when setting goals** (for example, I need to study tonight versus I need to study Chapter 6 of Psychology 101 textbook tonight from 9:00-11:00).
- **Focus on the one thing you have to do now** - not what you still need to do.
- **Remind yourself of your long-term goals:** why did you register for this qualification & what do you hope will change once you have completed it?
- **Plan your study tasks** ahead of time and **prioritise** what is important.
- **Keep track of what you have completed** (for example, a checklist). This serves as a visual reminder of what you have accomplished so far and reinforces the idea that you are a type of person who can get things done.
- **Break a big task into smaller tasks.**

# Some tips to deal with procrastination

- Everyone has interruptions and crises that prevent them from completing something. **If your plans for studying were sabotaged, devise a new plan to start studying again.**
- **Find others to study with** – talking to others about your studies helps you to gain perspective.
- **Find an accountability partner** – someone you can have conversations with about progress with your studies and how you are meeting your study goals.
- **Think about the positive and negative aspects** related to completing or not completing a task.
- **Don't think too much about the task you need to do** – try it and see how you can manage.

# **Tips to avoid distraction & prevent interruption**

- **Create work time and set limits**
- **Switch off: cellphone, TV, computer**
- **Make use of light/soft music**
- **Start with unpleasant tasks first**
- **Be creative, make studying into a game**
- **Set short time-limit for reading: 45 min and take short breaks**
- **Build procrastination into your study plan**

# CREATE AND UPDATE A TO-DO LIST

## THINGS TO DO TODAY

DATE:	COMPLETED
1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>
5.	<input type="checkbox"/>

## THINGS TO DO

Date \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

10) \_\_\_\_\_



# Some tips to avoid procrastination

PROCRASTINATION ACTIVITY	REMEDY
Spending time on cell phone/internet/social media	Four D's of managing email – Covey <ul style="list-style-type: none"><li>▪ <u>Delete</u> it;</li><li>▪ <u>Do</u> it ... if two minutes or less;</li><li>▪ <u>Delegate</u> it;</li><li>▪ <u>Defer</u> it.</li></ul>
Putting off an unpleasant task	<ul style="list-style-type: none"><li>▪ Set a deadline.</li><li>▪ Break the task into manageable tasks.</li><li>▪ Schedule task early in the day to avoid thinking about it too much.</li><li>▪ Involve a mentor/friend to reinforce good habits.</li></ul>
The task feels overwhelming or you not sure where to start	<ul style="list-style-type: none"><li>▪ Plan your time.</li><li>▪ Minimize anticipated disruptions.</li><li>▪ Track progress of priorities.</li></ul>
Underlying fears of failure	<ul style="list-style-type: none"><li>▪ Confront your fear</li><li>▪ Persevere to build your confidence</li><li>▪ Be objective about the fear consequence</li><li>▪ Visualize success</li></ul>
You tend to wait to be in the “right mood” or you have a time or deadline addiction	<ul style="list-style-type: none"><li>▪ Set a deadline</li><li>▪ Draw up pro's &amp; con's list</li><li>▪ Use time frames</li><li>▪ Reward YOURSELF</li></ul>

# Contact us

We are available by e-mail:

- Send an e-mail to [counselling@unisa.ac.za](mailto:counselling@unisa.ac.za) should you need to discuss any needs you may have in terms of further support.

# Visit our website

For more resources like these, visit our website:

[www.unisa.ac.za/counselling](http://www.unisa.ac.za/counselling)

# Thank you

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