

TIPS FOR MANAGING PROCRASTINATION



Define tomorrow.

Who do people procrastinate?

1. Difficult - the task seems hard to do; we naturally tend to avoid difficult things in favour of those which seem easy to us.
2. Time-consuming - the task will take a lot of time and maybe a large block of time is only available on a weekend for instance.
3. A lack of knowledge or skills or not knowing what is expected
4. Deep rooted fear of failure, embarrassment, or perfectionism.
5. Lack of motivation, confidence or poor understanding of the module
6. Loss of focus or poor concentration

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

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

CREATE 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"/>
6) _____		<input type="checkbox"/>
7) _____		<input type="checkbox"/>
8) _____		<input type="checkbox"/>
9) _____		<input type="checkbox"/>
10) _____		<input type="checkbox"/>

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

Thank you

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