

BEATING PROCRASTINATION

Procrastination is the **habit of delaying a task**.

To beat procrastination, it's important to ask yourself **WHY** you procrastinate in the first place:

- Are you afraid of failure?*
- Are you struggling with motivation?*
- Are you stuck on making things perfect?*
- Are you feeling overwhelmed?*

If you relate to any of these questions, **you are not alone** - procrastination affects all of us.

Reminders

→ Use [You Are Supported](#) worksheet to help you create a plan for improvement.

→ Whether you are struggling or motivated to challenge yourself further, take advantage of services offered by [Learning Resources](#) (academic coaching, workshops, etc).

Stop avoiding. Start doing!

Break the task down into manageable chunks.

Commit to the task without worrying about the end result.

Ask someone to check up on your progress.

Minimize distractions like social media, email, and TV.

Tackle harder tasks first when you are most alert.

Remember the relevance of the task in relation to your goals.

Don't overestimate the task's unpleasantness - give it a try!

Reframe mindset from "having" to "choosing" to complete a task.

Be more proactive and complete tasks right away.

Reward yourself for finishing a task on time.