



# HOW TO STOP PROCRASTINATING

WE ALL PROCRASTINATE ONCE IN A WHILE. YOU MIGHT PROCRASTINATE BECAUSE YOU ARE ANXIOUS ABOUT THE WORK IN FRONT OF YOU, BECAUSE YOU HAVE SOMETHING MORE FUN (OR EASIER) YOU'D RATHER DO, OR BECAUSE YOU ARE UNDERESTIMATING THE CONSEQUENCES OF NOT GETTING YOUR WORK DONE. WHATEVER YOUR REASONS FOR PROCRASTINATING, HERE ARE SOME TIPS TO GET BACK TO WORK

**BREAK YOUR WORK DOWN INTO SMALLER TASKS. PRIORITIZE WHAT NEEDS DOING FIRST AND SET YOURSELF "NOW" DEADLINES**

**GET UP AND MOVE! IF YOU'VE BEEN SITTING IN THE LIBRARY FOR AN HOUR DOING NOTHING, GO WORK SOMEWHERE ELSE**

**ELIMINATE DISTRACTIONS: USE AN APP OR PUT YOUR PHONE IN ANOTHER ROOM.**

**AIM FOR PROGRESS, NOT PERFECTION!**

**FIND THE RIGHT BACKGROUND NOISE: MUSIC? NO MUSIC? SILENCE? WHITE NOISE?**

**TRY THE POMODORO TECHNIQUE: SET A TIMER FOR A SHORT PERIOD OF TIME (5-30 MINUTES) AND WORK UNTIL THE TIME RUNS OUT. LISTENING TO 3-4 SONGS WORKS, TOO!**

**USE THE BUDDY SYSTEM: WORK WITH AN ACCOUNTABILITY PARTNER TO ACCOMPLISH TASKS OR WORK FOR A SET AMOUNT OF TIME**

**WHEN THE TIME IS UP, TAKE A BREAK - OR KEEP GOING IF YOU'RE ON A ROLL.**

**BE KIND TO YOURSELF! DON'T FEEL GUILTY ABOUT PROCRASTINATING, BUT DO CHEER YOURSELF ON AND REWARD YOURSELF WHEN YOU'RE DONE.**

**STUDENT SUCCESS TIPS FROM THE CENTER FOR TEACHING AND LEARNING HOBART & WILLIAM SMITH COLLEGES**

**FOR MORE TIPS:**

