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 alot 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

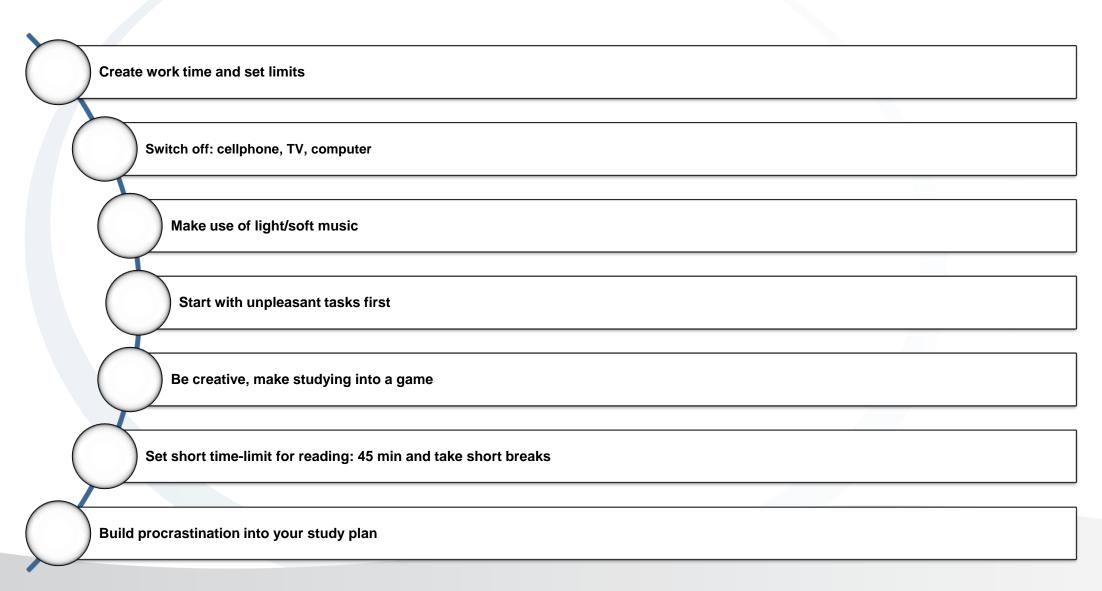
Some tips to deal with procrastination

- 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



CREATE A TO-DO LIST

THINGS TO DO	TODAY
Date	COMPLETED
1)	
2)	
3)	
4)	□
5)	
6)	□
7)	
8)	
9)	
10)	

Some tips to avoid procrastination

PROCRASTINATION ACTIVITY	REMEDY	
Spending time on cell	Four D's of managing email – Covey	
phone/internet/social media	■ <u>Delete</u> it;	
	■ <u>Do</u> it if two minutes or less;	
	■ <u>Delegate</u> it;	
	■ <u>Defer</u> it.	
Putting off an unpleasant task	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	Plan your time.	
sure where to start	 Minimize anticipated disruptions. 	
	 Track progress of priorities. 	
Underlying fears of failure	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"	Set a deadline	
or you have a time or deadline addiction	■ Draw up pro's & con's list	
	 Use time frames 	
	 Reward YOURSELF 	

Thank you

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