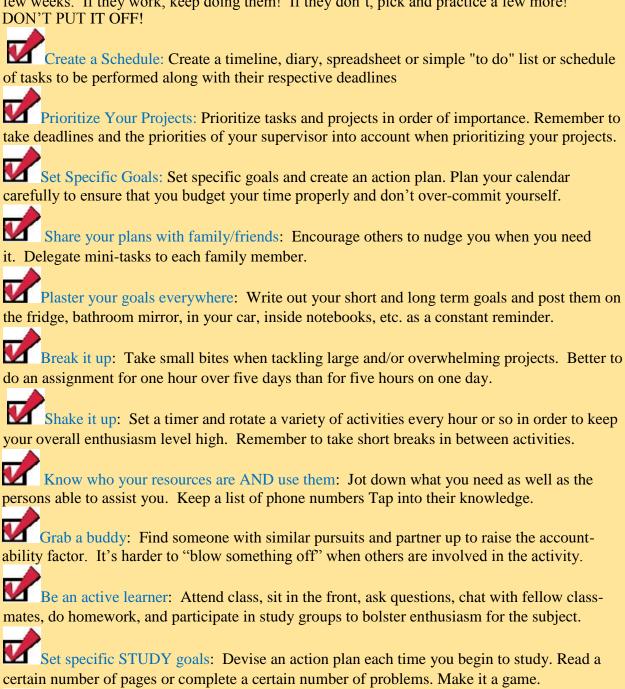


20 TIPS TO BEAT PROCRASTINATION



Below are 20 tips to help you whip procrastination. Pick and practice one or two strategies for a few weeks. If they work, keep doing them! If they don't, pick and practice a few more! DON'T PUT IT OFF!



satisfying to you. Ensure the reward doesn't sabotage your goals, ex. partying on a Monday!

Tackle difficult and/or loss appealing tasks during your peak energy: Morning person

Reward yourself: Treat yourself when you complete a mini-goal. It can be whatever is

Tackle difficult and/or less appealing tasks during your peak energy: Morning person? Night owl? Plan your day's objectives according to your "prime" times and "down" times.

Tame your inner critic: Avoid the negative self-talk that says "I can't do it"... the self-fulfilling prophecy usually prevails, so be positive with "I can do it" thoughts and behaviors.

Toss the "poor me" mentality: Understand that YOU are ultimately responsible for your choices and consequences. No blaming and whining allowed!

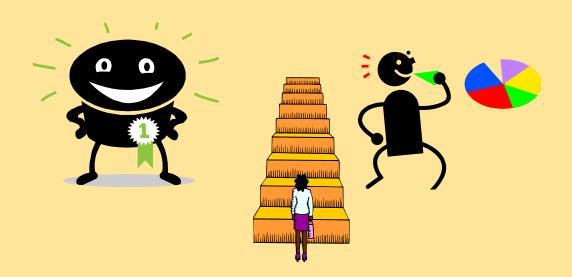
Take care of yourself: Exercise, eat right, and get a good night's sleep so you have the energy necessary to get the job done. Watch caffeine, sugar, nicotine, and alcohol intake.

Beef up your study skills: Analyze your current level of academic success strategies... perhaps some tips on reading a text book or note-taking might take the sting out of studying.

Find relevance and interest in everything you do: Seek value in what you undertake. Relate tasks and information to your ultimate goals and seek the fresh factor.

Seek inspiration: Inspire yourself from someone else's success story and insights. Listening to music or reading an article that has meaning to you can be very invigorating.

Track your progress: Utilize a visual tracking method and cross off items as you finish. This gives a sense of accomplishment.



MAKE IT HAPPEN

DO IT NOW!



PROCRASTINATION CHECK LIST - AREAS OF PROCRASTINATION

Place a check in front of the statements that you tend to put off on a regular basis. In other words, the more check marks, the more procrastination you exhibit. The less check marks, the less procrastination.

Personal Health and Wellbe	ing	
eat well	sleep well	exercise
healthy behaviors/choices	good grooming	seek health care (doctor, dentis
balance finances	enjoy recreation/hobbies	manage time well
other		
School		
go to class on time	do homework	study for tests
write papers	read text books	form study groups/see tutors
talk to instructors	use campus resources	complete financial aid forms
other		
Work		
go to work on time	use breaks wisely	complete tasks/projects
learn new skills	communicate with boss	return calls/make calls
gather info/research	interact with colleagues	job search activities
other		
Home		
cook	clean	laundry/iron
shop/errands	pay bills on time	dishes
yard work	trash out	family commitments
other		
Relationships		
make time with friends	make time with partner _	make time with family
remember special occasions		_deal with conflict well
ask someone out	end a bad relationship	communicate effectively
other		
Other		
car repairs	income taxes	volunteer
home maintenance	set short term goals	set long term goals
other		

Results:

Is this what you expected?

Do you see any themes or patterns?

NOW, make some changes!