

Avoiding Procrastination

Skills Enhancement & Tutoring Center

Is your procrastination related to a project? or is it a habit?

To remedy procrastination, begin with one modest project

Answer these basic questions and keep the answers before you as you mark your progress:

What do you want to do?

- **What is the final objective, the end result?**
It may be obvious or not
- **What are the major steps to get there?**
Don't get too detailed: think big
- **What have you done so far?**
Acknowledge that you are already part of the way

Why do you want to do this?

- **What is your biggest motivation?**
Do not concern yourself if your motivation is negative!
This is honest and a good beginning. However, if your motivation is negative, re-phrase and re-work it until it is phrased positively
- **What other positive results will flow from achieving your goal?**
Identifying these will help you uncover benefits that you may be avoiding: Dare to dream!

List out what stands in your way

- **What is in your power to change?**
- **What resources outside yourself do you need?**
Resources are not all physical (i.e. tools and money), and include time, people/professionals/elders, even attitude
- **What will happen if you don't progress?**

Continued on back

Develop your plan? List the following:

- **Major, realistic steps**
A project is easier when it is built in stages;
start small; add detail and complexity as you achieve and grow
- **How much time each will take**
A schedule helps you keep a progress chart and reinforce that there are way-stations on your path
- **What time of day, week, etc. you dedicate yourself to work.** This helps you develop a new habit of working, build a good work environment, and distance distractions (It is much easier to enjoy your project when distractions are set aside.)
- **Rewards you will have at each station** and also what you will deny yourself until you arrive at each station
- **Build in time for review**
Find a trusted friend, elder, or expert to help you motivate yourself or monitor progress

Admit to:

- **False starts and mistakes as learning experiences**
They can be more important than successes and give meaning to "experience"
- **Distractions and escapes**
Do not deny they exist, but deny their temptation
- **Emotion**
Admit to frustration when things don't seem to be going right
Admit that you have had a problem, but also that you are doing something about it
- **Fantasy**
See yourself succeeding

**Finally: if procrastination is a habit of yours, forget it.
Focus on the tasks and project at hand, and build from there!**

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