

Procrastination

...putting off for tomorrow something you can do today



Examples



- Waiting till the last minute to do a long-term project
- Not getting started on a project immediately when you are assigned to it
- Avoiding the fact that something is due on a particular date

Why is procrastination bad?

- It causes a lot of stress, especially at the “last minute” when something is due
- Often it results in low quality work
- It often means things do not get done at all
- Deadlines are missed



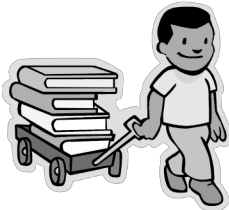
Why do people procrastinate?



- Because they are lazy
- Because they are trying avoid doing something unpleasant
- Because they don't know how to tackle a big project by breaking it down into smaller projects; they are overwhelmed

How to solve the problem of procrastination

- Plan ahead - have a calendar to remind you when things are do
- Make a "to-do list you check off each time you accomplish something
- Break a big project into smaller parts and check of those parts as you finish them; that will make you feel good to have accomplished part!



Reward Yourself

- Reward yourself with something nice when you do finish things on time and according to the schedule you have set for yourself
 - A movie
 - An ice cream
 - An extra nap
 - Other ideas?

Invite others to hold you accountable



- Ask a friend to “check up on you” to make sure you accomplished something by the deadline or are “on track” to accomplish the task on time

Remember

- The project you put off today becomes your CRISIS tomorrow!