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!
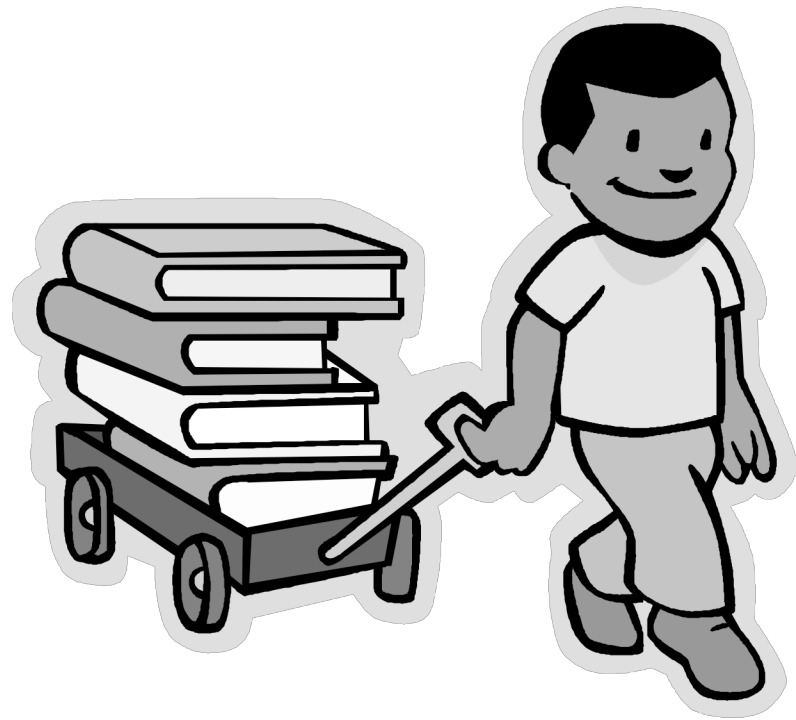
Reward Yourself

- 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!