

Tips for Procrastination & Time Management

As the end of the semester approaches, your exams and assignment due dates are also approaching. More than half of all college students procrastinate, in which when you need to do something with high priority, but you choose to do something else with low priority instead.

Let's see 1) if procrastination is a problem for you, 2) possible causes of your procrastination, and 3) tips for time management.

1) My procrastination may be a problem for me if ...

- I feel overwhelmed when I have to do many things at the same time at the last minute.
- I feel sick from stress of postponing the tasks I need to do.
- I do not feel good about myself because of my procrastination behavior.
- I feel I lost respect from others because of my procrastination behavior.
- The quality of my work is less than what I can do because of my procrastination behavior.
- My procrastination created a problem in achieving my important goals.

2) Common Causes of Procrastination

- I overload my schedule. **Tip:** Simplify the schedule.
- I have low motivation with the task. **Tip:** Make the task interesting.
- I do not have enough resources for the task. **Tip:** Get help. Find resources.
- I make inaccurate assumption (ex. easier than it is) about the task. **Tip:** Assess the task realistically.
- I feel pressured to do a perfect/good job. **Tip:** Assess what level would be enough.

3) Tips for Time Management

- Get an overview of what has to be done.
- Set priorities.
- Break larger tasks into smaller goal steps.
- Study in small time blocks (ex. 1 hour) rather than in long time blocks.
- Plan a realistic, weekly schedule hour by hour, including good sleep, meals, social time, and exercise/relaxation time.
- Get started! Write the first sentence of a term paper.
- Keep reminding myself that "I CAN DO IT!"
- Do not aim for perfection.
- Reward yourself with a small treat when you complete a task.
- When falling behind with your schedule, move on to the next hour schedule, rather than spending the time by blaming yourself.

If you have any questions or would like to talk to Yuka (a graduate assistant at CIE), you are welcome to contact her at the Coffee Hour on Fridays or at her email at ykato@siu.edu.