



How to Beat Procrastination

Procrastination may be your single greatest enemy. Getting started when it's time to start takes self-discipline and self-control. Here are some ways to beat procrastination.

1. On a 3 X 5 note card write out a list of everything you need to do. Check off things as you get them done. Move them to the things that are not getting done. Move them to the top of your next day's list and make up your mind to do them. Working from a list will give you a feeling of accomplishment and lead you to do more.
2. Envision the kind of person you want to be. What is most important to that person? How does that person overcome obstacles and difficult situations? What are some actions you can take right now that align with the vision you have of yourself?
3. Break big jobs down into smaller steps. Tackle short, easy to accomplish tasks first.
4. Promise yourself a suitable reward whenever you finish something that was hard to undertake.
5. Take control of your study environment. Eliminate distractions – including the ones you love! Say no to friends who want your attention at their convenience. Agree to meet them at a specific time later. Let them be your reward for doing what you must do now. Do not make/receive phone calls during planned study sessions. (Turning it off is ideal.) Close your door.
6. When given an important assignment, resolve to work on it, right away, for just five minutes. When the time is up, decide if you want to keep going. Usually, you will. The five-minute plan makes the daunting task of taking the first step more low-risk and easier to tackle.
7. Make your plans public record. Writing plans down or discussing them with a friend make you more accountable and likely to follow through.

If you have tried some of these and you are still struggling with procrastination, please consider reaching out to the [UTC Counseling Center](#) for support.