



How To Avoid Procrastination

“The keys to success aren’t much good until one discovers the right locks in which to insert them.” –Chinese Proverb

Get Organized

- Invest in a planner (visit CSS for a free one!)
- Use the calendar or reminder app on your phone or computer
- Print blank calendars and write assignments down on their due date

Set Simple, Achievable Goals

- Break down large assignments into small, manageable goals
- Avoid making long, disorganized to-do lists. Create subcategories like “Work,” “Class 1,” “Home,” and “Fun” and try to cross off a few entries from each list every day.
- Get your hard work done first
- Use incentives to motivate yourself

Create a Timeline/Schedule

- After you set your goals, create a timeline to complete them
- Aim for done, not perfect. Set deadlines a few days before an assignment is due, that way you can go back and change your work if needed.
- Tell someone about your goal to create accountability
- Schedule in breaks to your studying

Get Rid of Distractions

- Set your phone across the room on Do Not Disturb
- Keep your web browser closed (download Self Control or another software program to prevent you from distracting yourself)
- Switch your email “send/receive” to manual
- Try listening to classical music or white noise to drown out unwanted chatter
- Study in an environment where you will not be tempted to nap or distract yourself (e.g. the library, a cafe, a classroom)
- Make sure you are properly hydrated and fed

Which strategies will you try?
