

Overcoming Procrastination

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Forms of Procrastination

Ignore the Task

Do you ever think that if you just ignore the task it will go away? Unfortunately, it doesn't.

Underestimate the Work

Do you keep pushing it off saying, "I've got plenty of time?"

Overestimate your Abilities

People often leave something until the last minute, assuming it will be easy, and then they realize there's much more skill and time needed in order to achieve the grade desired. Is this you?

Accept Mediocre Performance

How quickly do you lower your standards and accept mediocrity because it is easy to be lazy in your efforts?

Become Distracted by Repeated Delays

That phone and that new episode of your favorite show are sure tempting, but when you allow them to become repeated delays, you'll never end up doing your assignments.

Dramatize your Commitment to a Task

Isn't it better to just do the work than consistently complain about it or talk about how important and difficult it is?

Work on Only one Portion of a Task

If you focus on just a tiny part of the task, will you ever complete the whole thing?

Waste Time Deciding Between Alternative Choices

Chem or Bio? Accounting or Finance? Paper or project? We can lose precious time deciding on which one to tackle first. Pick the one that best corresponds with the amount of time you have, then go for it. Plan for the others in advance, so you don't run out of time!

Ways We Can Eliminate Procrastination

Problem:

1. *Poor Time Management Skills*

Solutions:

If you are always running out of time and can't fit everything you need to in your day, poor time management skills may be contributing to procrastination.

Segment the Tasks

Write down a list of what needs to be accomplished and then create small steps to help you stay focused and reach your objectives. Plan time to rest and relax occasionally, so you don't feel stressed. Monitor your progress on the small steps and face challenges as they arise. Make sure to reward yourself once the task is finished!

2. *Lack of Relevance*

If something is neither relevant nor meaningful to you personally, it may be difficult to find the motivation to begin.

Learn to Say NO

Evaluate the importance and relevance of tasks facing you and learn to say "no" to the ones that simply do not mean as much. Your highest priorities should come first, and when time is running low, give your time to these priorities and not waste it on things that do not matter.

3. *Perfectionism*

If you set unreachable standards for yourself, you may feel discouraged and lack the drive to begin the task. Perfectionists often put things off until they believe they have the ideal conditions.

Be Reasonable with Yourself

Set goals you can reach, and work on them as you go. If you keep waiting until the timing and conditions are perfect, you will run out of time.

4. *Evaluation Anxiety*

If you worry about what other people think, that fear can stop your progress on a task. Others' responses are not under your control; therefore, over-thinking them can create stress that prohibits you from completing your work.

Be Confident

Remember that you have no control over what others think. We cannot worry about anyone's thoughts but our own. Focus on completing your task in a manner that you feel is the best and then relax in the confidence it gives you.

5. *Inability to Handle Task*

If you feel that you do not have the proper training, skills, or abilities to complete a task, you may try to avoid it entirely.

Don't be Afraid to Ask for Help

Utilize available resources and plan out how you can gain the necessary skills. Ask friends or use the campus resources as you work to complete your task.

6. *Fear of the Unknown*

If you are venturing into a new field or area, uncertain outcomes may inhibit your desires to begin.

Just Do It

Ask questions to others who have completed the assignment or have experience with the new situation; this will help you gain understanding and confidence. When we understand something, it helps ease fears. Then, just go for it and recognize that you can always learn and grow from any outcome.