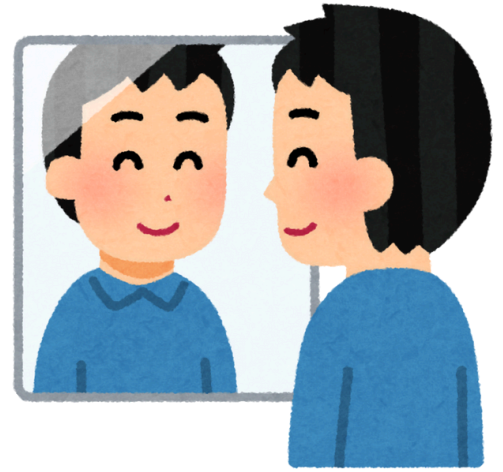


# PROCRASTINATION: WAYS TO HELP AVOID IT

## TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

### TREAT YOUR FUTURE SELF LIKE YOUR BEST FRIEND



#### WHAT IS PROCRASTINATION?

Procrastination refers to the act of delaying a task until its due. This is often done involuntarily and unconsciously and can result in a high level of stress.

#### WHERE DO I START?

When we procrastinate, we often push the stress/problem onto our future selves, making our lives harder instead of easier.

The most crucial step to avoid procrastination is understanding why you are procrastinating. Once you understand the why, you can look at how to combat it.

# 5 WAYS TO AVOID PROCRASTINATION



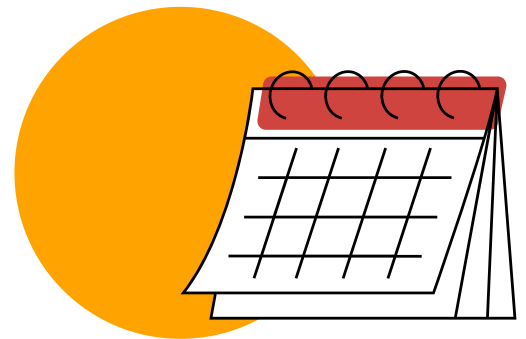
## 1. Promise Yourself a Reward

Do you find the task boring?

Promise yourself a reward for completing the task.

This can be a walk in the park, a fun dessert, or even a nice pair of shoes you've had an eye on!

## 2. Hold Yourself Accountable



Share your goals/study plan with a friend or family member so they can help you stay on track.

Google Calendar allows you to share your calendar with friends or family.



### 3. Set SMART Goals

What are SMART goals?

SMART goals allow you to see the finish line of your task and know exactly what you want to accomplish on a given day or time block.



This is where time chunking, the practice of allocating blocks of your time throughout the day for individual tasks, comes into place. By allocating a fixed time period for a specific task, you can set small goals that need to be achieved during that time slot.



Here's an example of how you can chunk your time

1. Schedule your workday into 30 minute segments
2. Spend 25 minutes working on 1 courses' assignment
3. Take a 5 minute break

Repeat the 25 minute work and 5 minute break sequence 4 times and then take a 15 minute break



## 4. Be Aware of Your Environment

Notice what distracts you and make note of it. Reduce the distractions around you by putting your phone on do not disturb or using a lockdown browser. You can also set up a quiet study space for that time period or visit your local library.

Do you find the task challenging?

Try course tutoring through the Program Advising and Student Success Centre led by upper-year students who have received a grade of B+ and higher.



Do you fear you will complete the task imperfectly?

Remember: doing something, even if it's small, is better than doing nothing! The first draft of an assignment is meant to get ideas down and not be a polished draft. Starting a task earlier gives you time to seek extra support if needed.



## 5. Use Visual Cues to Track Your Progress

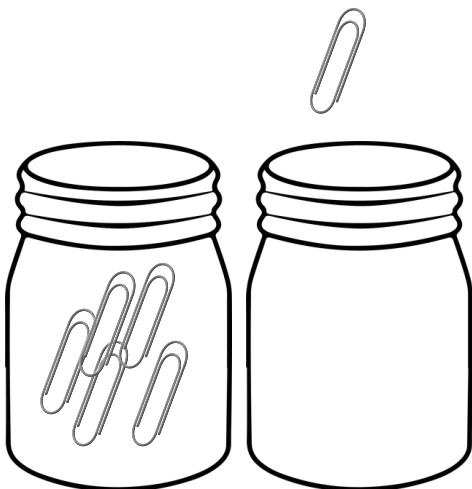


Being able to visualize your progress is a great motivational tool you can use to increase your productivity. A great example of a visual cue is Google Calendar!

Use Google Calendar to block the times in your day that are assigned for other things such as part-time work, socials, and lectures. This way you'll know exactly how much time you have during the day to complete assignments.

The Paper Clip Strategy is another great visual progress tool you can use to track your progress

1. Have two jars on your desk. One filled with paper clips and one empty.
2. After completing a task, move the paper clip from the filled jar to the empty jar.
3. Seeing the second jar fill up is a great way to motivate yourself as you'll be able to see your progress along the way.



Examples: If you have to complete a reading worth 25 pages. Start with 25 paper clips and add a paper clip to the empty jar once you finish reading a page.