



## Controlling Procrastination

- **Reward yourself when you complete a task on time.**
- **Prioritize the tasks you have to do, and begin working on the most pressing tasks first.**
- **Work on tasks at the times you work best.**
- **Break tasks into small, manageable parts. Don't try to finish everything at once.**
- **Work with a study group or seek help from others if you run into difficulties.**
- **Schedule what you have to do.**
- **Establish reasonable standards for completing a task. Striving for perfection can stop you from completing the task.**
- **Set specific goals and track your progress toward their accomplishment. This will help you avoid the feeling that the work before you is endless.**
- **Establish a comfortable and distraction-free place in which to do your work.**
- **Work for short periods of time and take breaks when needed.**
- **Create a "to do" list. Keep the list to a reasonable length and cross off each task as you accomplish it.**
- **Don't sit around thinking about what you have to do. Start doing it.**
- **Force yourself to do the tasks that you dread doing. Once you complete this task, your other tasks will be much easier to accomplish.**
- **Think about all of the benefits of completing a task. Use these thoughts as motivators.**
- **Use visual reminders of what you have to do.**
- **Organize your workspace.**
- **Find a friend that will keep you accountable for getting your work done.**
- **Focus on starting a task rather than finishing it.**
- **Commit yourself to completing a task once started.**
- **Identify the ways in which you procrastinate. Take steps to eliminate these.**