## Procrastination Busters!

### The “do I or don’t I” talk
List all advantages of getting the study task done and disadvantages of not getting on with it. Check there are real benefits for you in completing the task. Do it for you, not just for someone else.

### List and Tick
List study tasks you want and need to complete. Do this each term, week, day or even each study session. Have the satisfaction of ticking off each task as you complete it.

### Nuts and bolts
Plan tasks in advance. Make sure you have all needed equipment and information. See yourself carrying out the task to become more aware of what you’ll need.

### The Warm-Up
Spend a few minutes thinking about what you want to achieve next time you sit down to work and how you will get started. Warm up while lying in bed, doing the washing up or on your early morning walk. Don’t go into study cold. Write down any ideas to do with the task. Don’t censor yourself. Have a brain storm! Re-read some notes. Organise your materials. Tidy your desk.

### The Glue-Remover
When tempted to give up, take a minute to check what caused you to lose energy or get stuck. If avoiding an aspect of the task, problem-solve a way of approaching it. Take a few minutes to review your progress so far and set a new goal. Tell yourself to spend at least another 5 minutes before taking a break. This may be enough to get you past your stuck spot. Have a 10 minute plan - work on a large task for a minimum 10 minutes a day. Ask for help if you are stuck with something.

### Danger Signs
Identify the critical point at which procrastination becomes a danger. Your danger spot might be when an important decision has to be made, or when you have to put pen to paper or fingers to the keyboard, or need to express an opinion of your own! It might be after lunch, or when someone comes onto Facebook or MSN, or your computer says an email has come through, or your mobile rings! Might this be avoidance?

### Swiss Cheese Approach
Make holes in a task that appears overwhelming. Do any small job related to the task - every bit helps!

### Salami Technique
Slice the task up into manageable bits. Savour every bit and pace getting through it all.

### Gold Star Approach
Make a wall chart of your progress/achievements. Give yourself a gold star!

### Chocolate!
If gold stars don’t do it for you, try chocolate!

### The Fun Approach
Make time for fun and friendship. Don’t become a slave to your study or chain yourself to your desk. Make time for sport, craft, TV, online chats, your relationships, your faith, pets, kids, etc.
### Decision-Making Technique

DECIDE when to and when not to study rather than fall into a pattern of simply not studying and having the guilt cloud hang over your head. Get somebody to help you make decisions – to be your sounding board as you work things out or clarify ideas.

### Egg-timer Approach

Set time limits. List tasks you plan to do in a study period, and how long you expect each will take.

### SMART Approach

Be **specific** about what you will do, know how you will **measure** that you’ve done it, make it **attractive** and **achievable**, be **realistic**, and give yourself a **timeframe**.

### Friends Approach

Find friends who are active and get things done, and use them as role models. Arrange to work alongside somebody who works well.

### The “Contract”

Make a contract with yourself to **not** do something you want to until you have completed a specific task. Make a contract to do something you want **after** you’ve completed a task.

### Polar Bear Approach

Listen to what you say to yourself about study. If it’s negative, make it positive. Change the polarity. Turn a black bear into a cuddly white polar bear.

### Good Looks

Don’t just keep yourself looking good. Make where you study a place you want to be. If it feels like a dungeon, lighten it up, warm it up, cool it down, let the air in, grow a plant, pop up some posters! If you still don’t like where you study, find a different place – free of distractions! Somewhere warm in winter and cool in summer.

### Pretend

See yourself being the person who gets things done. Remember times when you have been that person. Pretend to be that person for a day and notice what that’s like!

### Make Mistakes

Say good-bye to the perfectionist in you! Give yourself permission to make mistakes in drafts of assignments. That’s what drafts are for. Know you can build on what you’ve done.

### Fear Breathing

If you fear making mistakes or fear doing well at something, check if this is causing you to avoid things you want and need to do. See yourself breathing through that fear. Feel where the fear sits in your body, slow your breathing just a little, and breathe in and around and through the fear. Take your time.

### Info Gathering

For more Procrastination Busters, contact the UNE Counsellors at Student Assist, Phone 02 6773 2897. www.une.edu.au/student-assist