

# STUDY TIPS



## Why Do Students Procrastinate?

*Perfectionism*

*Fear of Failure*

*Confusion*

*Task Difficulty*

*Poor Motivation*

*Difficulty Concentrating*

*Unpleasant Task*

*Lack of Priorities*

## How Do I Know if I Procrastinate Excessively?

- ◆ I often put off starting a task I find difficult
- ◆ I often give up on a task as soon as I start to find it difficult.
- ◆ I often have difficulty getting started on a task.
- ◆ I often try to do so many tasks at once that I cannot do any of them.
- ◆ I often try to come up with reasons to do something other than a task.
- ◆ I often ignore a task when I am not certain about how to start it or complete it.
- ◆ I often start a task but stop before completing it.
- ◆ I often cannot decide which of a number of tasks I should complete first.
- ◆ I often find my mind wandering to things other than the task at hand.



## What Can I Do About Excessive Procrastination?

- ◆ Prioritize your the tasks
- ◆ Commit yourself to completing a task once started.
- ◆ Reward yourself whenever you complete a task.
- ◆ Work on tasks at the times you work best.
- ◆ Break large tasks into small manageable parts.
- ◆ Work on tasks as part of a study group.
- ◆ Get help from teachers and other students when you find a task difficult.
- ◆ Eliminate distractions that interfere with working on tasks.
- ◆ Set reasonable standards that you can meet for a task.
- ◆ Take breaks when working on a task so that you do not wear down.
- ◆ Work on difficult and/or unpleasant tasks first.
- ◆ Work on a task you find easier after you complete a difficult task.
- ◆ Above all, think positively and get going.



# Procrastination