

**Breaking down Procrastination**

What are your intentions when you sit down to study? What actually happens?

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In what situations does your procrastination get worse?

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| GOALS + DEADLINES | ENVIRONMENT | OBSTACLES |
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REMEMBER: Everyone is a procrastinator in their own way!

Types of Procrastinators

1. The Relaxed Procrastinator – Mismatch between effort and goals

2. The Anxious Procrastinator – Afraid to fail

3. The Perfectionist Procrastinator – Afraid to start

What is the ***absolute ideal*** way you want to get your tasks done?

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SCHEDULE – Realistically, what time is there to finish your task? How will this be structured? What is going to keep you accountable for your schedule?

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| ***Get Started!*** |  |  |  |  |

Managing your time takes effort!

* If you don't know how to manage your time, learn.
* Break your goal up into little parts. Start small and build gradually.
* Make a schedule. Establish a regular time each day to work, including breaks!

Your environment affects you more than you think!

* Organize your environment so it's conducive to accomplishing your goals.
* Where are you? Where is your focus?
* What distractions are around you? (Phone, computer, TV, music, friends, other commitments, …)
* How do you effectively manage these distractions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Keep it balanced!

* What are the benefits of procrastination? What are the consequences of procrastination?
* What do you get out of procrastination?
* Instant gratification where something is fun and easy for now VS well-earned leisure time where hard work pays off. ***Which one do you prefer?***