

20 STRATEGIES – STOP PROCRASTINATING

Everyone procrastinates some of the time and for a variety of reasons. The secret to dealing with procrastination is to:

- analyze why you are procrastinating in a particular situation
- choose a start-up strategy (or several) from the list below, matching the strategy or strategies to the specific situation and to your personal style

1. **Start simple.** “Warm up” by doing a part of the task that requires little effort.
2. **Try the 10 Minute Rule:** Set your timer for 10 minutes. No stopping for at least 10 minutes....
3. **Subdivide** tasks into smaller chunks to reduce difficulty.
4. **Make a list** of these small tasks and check them off as you complete them.
5. **Do a high priority task** to give you a sense of accomplishment.
6. **Sandwich difficult tasks between** more pleasant activities.
7. **Set up a ritual** to help you get started on tasks you must do regularly.
8. **Set up a reward or incentive** for finishing something.
9. **Make a game** to finish a task within a time limit.
10. **Cut off temptations:** turn off your phone, shut your door, study away from TV, or bed, etc.
11. **Lower expectations** and do the best you can within the time limit.
12. **Suspend your criticism** to get through the task. Just get it done!
13. **Substitute the mental message** “I should...” with “I’d like to...”
14. **Imagine the worst possible consequences** if you don’t do what you are avoiding.
15. **Imagine how good you will feel** to get this thing started or done!
16. **Cooperate with a friend** in working on assignments.
17. **Appoint a “buddy”** to help discipline you to stay on task.
18. **Go public.** Tell people what you plan to do. You’ll feel guilty if you don’t.
19. **Believe in yourself.** You can do it!
20. **JUST DO IT!**