

3 HELPFUL TIPS TO MINIMIZE PROCRASTINATION



WORK THROUGH YOUR EMOTIONS



ACKNOWLEDGE THE PROCRASTINATION

- What am I putting off?
- How long have I putting this off for?

NAME THE EMOTION

- Thinking about doing this task makes me feel _____
- (Examples: Bored, fearful, anxious, stressed, doubtful of my abilities)

CHALLENGE THE EMOTION

- What thoughts am I having about this task that make me feel this way?
- What evidence do I have that these thoughts are true?
- How would I feel if I complete this task?

IDENTIFY THE BEHAVIOUR

- When I feel this way, I end up _____ (behavior/action).
- (Examples: putting the task off to avoid facing these feelings; doing something else)

THE POMODORO METHOD

BREAK DOWN A LONGER WORK PERIOD INTO SMALL INTERVALS

(similar to chunking, but for time)

STEP 1: CHOOSE THE TASK

- How much time will this task take?
- How much time do you want to spend today working on this task?

STEP 2: CHUNK THE TASK INTO MULTIPLE POMODOROS



Set a timer and work on the task until the timer rings. Take a break. Repeat (do not try to work during the break!)

STEP 3: AFTER 4 POMODOROS, TAKE A 15-30 MIN BREAK

This technique was developed by Francesco Cirillo in the 1980s when he was a student. This is considered a time-management method but it also helps with increasing overall focus while preserving momentum.

CHUNKING

BREAK DOWN A LARGER GOAL INTO SMALLER TASKS



When we break down a larger goal into smaller tasks, the process becomes less intimidating and it allows us to simply focus on the very next step.

EXAMPLE: WRITING AN ESSAY

- Create outline
- Write introduction
- Write 3 main points in each paragraph of the body
- Write paragraphs (one by one)
- Write conclusion

EXAMPLE: WORKING OUT

- Wear workout outfit
- Plan type of workout (e.g. cardio, strength train) - be realistic
- Chunk workout: 40 sit ups, 20 jumping jacks etc.
- Check off each type of activity completed.