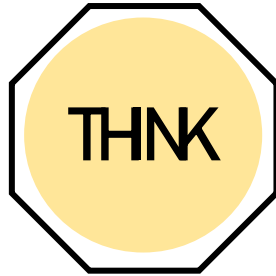


STOP PROCRASTINATING



According to the Cambridge dictionary, *to procrastinate* means to delay or postpone doing something. It's when you know you have to focus on X but you use excuse Y as the reason not to focus on X. Or tell yourself that Task Z is more important than focusing on X. When you read the definition, you can see already how this action and the problems that arise are not effective for studying.

Reasons why procrastination might occur.

Perfectionism	Fear of failure / Fear of success	Fear of criticism	Avoidance
Low self esteem	Depression	Trouble focussing	ADHD
Inability to start	Indecision	Fatigue / lack of energy	Skills deficits and avoidance
Size, length and complexity of the task	Inability to prioritise	Disorganisation	Lack of motivation / resisting challenges
A disconnect with a future self	Unenjoyable tasks	Poor emotional regulation	Distractions
Lack of self-compassion	Difficulty defining goals	All or Nothing thinking	Lack of visible rewards

Sources: [SOULSALT](#) and [BLOOMSOUP](#)

YOUR TASK:

Have a think of things that you have procrastinated over. It does not have to be in a studying situation. Why did you procrastinate? Be honest with yourself, no one is judging. Go on ... make some notes in the space below.

Why I have procrastinated...

Procrastinating cont

YOUR TASK:

Work through some students' actions that lead to procrastination. Use the reasons from the tables above as your answers.

Actions leading to procrastination	Possible reasons why
It's been a long week working in a management-level job. Having the responsibility of several employees and providing the best service the company can offer. Along with that it just seemed to be a week that consisted of meeting after meeting after meeting. The student has to get some study done, but the couch and a bit of social media seem easier.	
The student can't see the relevance of the task – "Why create a marketing plan when you can just get to the good stuff?"	
The student had trouble with the last assessment and had a resub. The student does not want a repeat of this situation.	
A student writes down the due date, which is 3 weeks away, and then realises they have heaps of time.	
The student looks at the task and puts off doing it because it is too big, too complex, too many numbered bullet points to get through.	
The student opens Yoobe Online and starts reading. Then they realise that the section is pages long, so stops and looks at the next section. Then realises they need to go read a few forum posts.	
The student reaches the formative activity, so looks at everyone's post in the forum before starting. Spends the next 2 hours reading everyone's posts and then it is time to pick up the kids from school.	
The YouTube clip for the content is 5 minutes long, but the new video comes up, and the student watches that. Then the next video comes up, the student watches that. Before the student knows it, they are now watching "The history of the top 10 anime characters of all time."	
The student has started a relatively difficult section of content. It's new and challenging. Their phone notifies them of a message. Before they know it, they are 30 minutes into chatting with their friends about going to the movies in the weekend.	
It's time to watch the Live Session recording for the assessment. However, there is washing to fold, dinner to cook, vacuuming to do, a bit of dusting and tidying up, and don't forget that unpacking the dishwasher, weeding the gardening, and rearranging the books in height rather than alphabetical order this time.	
The student is interested in the design and not so interested in the coding. The student reads the design sections, and then researches more about design principles. Looks further into the differing principles and the development of these principles across the years. The student then decides to go out and look for examples of the design principles in the community.	

If you were their tutor or the Online Learning Support person, what advice would you give them? What could they do to overcome this procrastinating situation?

STRATEGIES

The To Do Today list

Create a list of things to do today. Use the table below as guidance. Fill in the first three columns before you start studying. Review the list as a whole and fill in the fourth column. Now fill in the second row. When will you have a break and reward yourself?

Now as you go, check off the fifth column.

Task	Time estimation	Priority 1, 2, 3	Order to do	DONE
Reward at				

HINT: Do a 10-minute task first. That way you will check it off and feel motivated to continue.

HINT 2: The last task is to prep a To Do Today list for tomorrow, by moving the **Not Done** tasks and prioritising them.

Eat the Frog

This is a very simple strategy which has three steps.

1. Identify the Frog (aka the hardest task, the unpleasant one)
2. Eat it (i.e. do it)
3. Rinse and repeat (i.e. do the same thing again, either from the list above or the next day)



Image Credit: [LINK](#)

It's about getting the hardest task over and done with so you can enjoy the rest of the time. Often the dreaded task is left to stay "not done" as we find other tasks to fill the time, so we don't face the hard task. So it is about ripping off the Band-Aid and getting on with it. [LINK](#)

Find another method

If the above methods aren't something that sounds like your thing, then find something that might work for you. Take this quiz [LINK](#) as a way to get more productivity methods that might suit you.

Be conscious of your actions

It's important to be **deliberate of** [LINK](#) and **present in** [LINK](#) your actions so that you can learn and grow. This website takes you through these traits in a very in-depth thoughtful way. After listening to the introduction, look down the side menu and click on a few links. Add another couple of pages to your To Do Tomorrow list. Take your time to work through these resources, or dip in and out. This website is huge.

EXTERNAL RESOURCES

If you feel you would like to look at some resources other than above, click on the links below to get your thinking going.

Which productivity method is right for you? – The <i>Eat the Frog</i> strategy above comes from this website. If that doesn't work, try something else.	LINK
Learn Better with the Zeigarnik Effect. An interesting and different approach. Don't read if you are looking for a quick fix.	LINK