



# Overcoming PROCRASTINATION

Procrastination is putting off an important task to do something else. Too much procrastination can negatively affect your academic success. Consider replacing procrastination with the habits listed below to save time and energy.

**1**

## Be Honest

95% of people procrastinate. Admit when you're putting something off.

**2**

## Acknowledge Why

Ask yourself why you're avoiding a task.

**3**

## Know Yourself

Identify when you do your best work. Plan to work during that time.

**4**

## Set Goals

Set goals that are specific and achievable to feel more in control of your work. Break down tasks into smaller chunks.

**5**

## Hack Motivation

Tell yourself to work for 15 minutes. Chances are, you'll be motivated to keep going after that.

**6**

## Eliminate Distractions

Silence your phone, close unneeded tabs, and find a quiet space.

**7**

## Find Accountability Partner

Knowing that a friend will check on you can boost your motivation to complete the task.

**8**

## Reward Yourself

When you finish an important task, reward yourself and relax. You did it!

