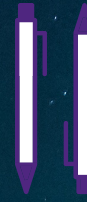


SO YOU'RE...

Procrastinating?

Created by Lauren Kanko



WELLNESS
EDUCATION
CENTRE



Be Aware of When and Why You Procrastinate

With computers and phones always on, it's easy to get sucked into a website and find yourself still surfing the web an hour later. If you find yourself wasting time and being less productive than usual, reflect at the end of each day on what your worst time-wasters were. **Asking yourself honestly** *why* you find yourself procrastinating can be the key to reducing wasted time. Sometimes we procrastinate more because we're stressed and feel like we have too much to do. Other times it's to avoid studying certain subjects or doing an assignment. Being aware of your habits is the first step.

Set Up for Success

1 **Change your perspective:** Try to view schoolwork as a more interesting task. Instead of just "getting through it", pick out what interests you in a course or try to draw connections to real-world applications. Break things into smaller chunks to keep from being overwhelmed by your to-do list.

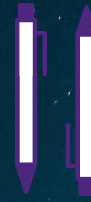
2 **Get your space ready:** Set up your desk or work area as a quiet, clean space and eliminate distractions. A clear work space can help you feel focused and calm. This is also a good place to keep a term or monthly calendar. Write down major assignments and deadlines to stay on track.

3 **Be realistic:** Think of school like a full time job, and schedule accordingly. Even if you only have a few hours of class to attend, readings, lab work and assignments should be scheduled as well. Planning out your term will help you see busy times in advance.

SO YOU'RE...

Procrastinating?

Created by Lauren Kanko



WELLNESS
EDUCATION
CENTRE



Aim for Balance

Going in to the term, set goals for yourself and then plan out how you will achieve your goals. For example, if your goal is to get an A in a course, plan out the major course deadlines and acknowledge how much time per week you will have to commit. Be reasonable with your expectations for the term so you know how many activities you can commit to or how much time you will have for family and friends. Remember to reward yourself with breaks after active study sessions. Plan a bike ride or play an intramural sport as something to look forward to after a productive study session.

Waste Less Time

1 **Cut out social media:** Facebook/twitter/internet use can easily take up time without you realizing. Turn off phone notifications or use computer apps to block your go-to sites and give yourself a quick break to check them. If you don't need a computer for studying, don't have it open.

2 **Get Started:** Start with an easy task to get going and build confidence, and then tackle your most difficult project. Work on it early in your study session when you're focused and awake. If you have trouble starting, tell yourself you'll work for 5 minutes. You'll likely continue.

3 **Make technology work for you!** Use a timer to stay on track and set an alarm for your scheduled breaks. Many apps can be used on your phone and computer to limit social media access or to coordinate your to-do list from different devices. Google "procrastination apps" to try some!

SO YOU'RE...

Procrastinating?



WELLNESS
EDUCATION
CENTRE



Created by Lauren Kanko

Schedule Your Term

Courses	Weekly Deadlines	Midterm Dates	Assignment Dates

Term Goals

Write down three main goals for the term and how you plan on accomplishing them. These can be academic goals or goals to avoid procrastination, like limiting facebook.

1

2

3