

PROCRASTINATION

The act of prioritizing less urgent and more pleasurable tasks over more important tasks. You procrastinate because you fear doing something, because of unreasonable expectations, or because you haven't generated enough reasons to get the job done.

Set specific, measureable and realistic goals.

Minimize all distractions.

Work in 25-minute intervals.

Prioritize items by date they need to be completed.

Use your weekly schedule.

Give yourself healthy rewards.

Take advantage of campus resources.

Divide a project into manageable parts
and tackle one a day.