

ARE YOU A PROCRASTINATOR?!

DO ANY OF THESE STATEMENTS SOUND LIKE YOU?!

“I’ll get started on that this weekend, when I have more time.”

“Cleaning my apartment is important, too. I think I will tackle that and get my studying done later. I’ll have plenty of time tonight.”

“I’ll just check my e-mail before getting started; that will only take a few minutes.”

“I’ll take my books with me to _____ (work, a friend’s house, on a weekend trip). I’m sure I’ll be able to get something done.”

“There are so many topics to write about; I’ll choose one tomorrow.”

BREAK THE CYCLE OF PROCRASTINATION BY TRYING ONE OR MORE OF THESE TIPS:

1. When a large paper or project is announced, make a ‘backwards calendar’: Using a blank month calendar*, write in the date that the assignment is due, then work backwards to assign dates for research, rough draft, group meetings, etc. Transfer these dates to your daily ‘to do’ list** , and tackle the assignment little by little!

2. Start with the hardest task on your list.

3. Set realistic, specific goals. For example, “Read and outline chapter 10” or “Read for 20 minutes, then write a short summary”, as opposed to “Read for History class”

4. Work with a partner, a study group, in the tutoring labs, with an individual tutor whenever possible. Other students can help you stay focused on the task.

5. Even if you are not 100% sure of the assignment, get started on something! Don’t lose an entire evening or weekend because you are waiting to get clarification from a professor.

6. Find a work space that is free from distractions

* ** Blank Calendars available at the CSL

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