

Procrastination: Avoiding it

- Make a schedule.
- Make the work meaningful.
- Write intention statements.
- Tell people who are supportive how you intend to change.
- Find a reward.
- Deal with problems as they arise.
- Deal with emotional baggage.
- Say no.
- Observe yourself.
- Have clear time boundaries: Really work when you are working, really play when you are playing, and really rest when you are resting.
- To overcome procrastination, trick yourself into beginning.
- Notice your beliefs that are associated with procrastination.

The following are quotes from Becoming a Master Student concise edition, Dave Ellis, Cengage, 2004. They are examples of unhealthy beliefs that keep us stuck and wedded to procrastination.

Self-defeating beliefs

- 'I must be perfect.'
- 'Everything I do should go easily and without effort.'
- 'It's safe to do nothing than to take a risk and fail.'
- 'If it's not done right, it's not worth doing at all.'
- 'If I do well this time, I must always do well.'
- 'If I succeed someone will get hurt.'