

Procrastination

Procrastination involves putting off doing something that must be done even though you can see the disadvantages to you in the delay. All of us procrastinate on occasions, however excessive procrastination can cause stress and anxiety, and you can feel bad for not doing what you think you should do.

There are some important things to remember about procrastination:

- It is a human tendency to delay things
- Procrastination is a learned behaviour that can be changed

You may have many reasons for procrastinating, for example:

- Thinking that what needs to be done will be hard
- Thinking that your effort will not give you the result you want
- Feeling confused about what needs to be done and not knowing where to start
- Lacking confidence and fearing that assignments will not be completed successfully
- Focusing and concentrating on study is difficult
- Preferring to do something else
- Having multiple things going on in one's life that makes it hard to concentrate on the task
- Confronted by multiple assignments and needing to decide which ones need to be done first
- Feeling overwhelmed, worried or stressed

Tips to Overcome Procrastination

1. Develop awareness as to when and why you procrastinate. Talk to someone about it and develop a plan to deal with it.
2. Start small. Break things into small tasks and start with something achievable. Try beginning with a short time limit, e.g. I will do 10 minutes on this. The aim is to create momentum.
3. Kick start your focus by putting down some rough ideas. Leave it for a bit and come back to it later.
4. Create the circumstances where you are more likely to study. Find a study partner, keep out distractions, work in the library, go to the Learning Skills Centre or use My Tutor (an online tutor available through Connect).

To book an appointment phone Student Support (07) 32445095 or email StudentSupport.Services@tafe.qld.edu.au