

Do I work well under pressure?

- At deadline, do you feel stressed, pressured or frazzled?
- Do you feel you have 100 things to do and no time left?
- Do you get headaches, stomach aches or other physical ailments as a deadline approaches?
- Are you irritable, mean or crabby under pressure?










If you answered YES to any of the above, keep reading!

Procrastination happens to the best of us. But when it becomes a pattern of behavior that interferes with your academic performance or personal well being, it may be a signal that something needs your attention. Identifying the reasons why you tend to procrastinate can help in overcoming them. Do any of the following excuses sound like something you've said?

- ❖ *Its so boring – I don't want to do it.*
- ❖ *It's got to be perfect.*
- ❖ *It's so overwhelming.*
- ❖ *I'm going to fail, so why even try?*
- ❖ *It's just the way I do things – I work best under pressure.*
- ❖ *I am afraid that I can't.*

I KNOW WHY I DO IT. NOW WHAT?

QUITTING PROCRASTINATING

 <p>Create a plan Break your tasks into manageable mini-tasks or steps and prioritize them. This will allow you to focus on the most important items and not feel overwhelmed by all that you have to get done.</p>	 <p>Work one hour Work one hour without distractions on your task and see how much you accomplish. Not only will you feel good that you took steps towards finishing the task, you'll be better able to gauge how long it will take you to complete the whole project.</p>	 <p>Make a calendar Chart deadlines for each mini-task that you need to complete. Having the small steps written down gives you structure and a direction to getting your work finished.</p>
 <p>Ask for help There's no reason to be ashamed to ask questions or to seek help. Make use of the resources available to you before you're facing crunch time.</p>	 <p>Make a contract with yourself Creating a contract to complete a task and re-reading it when you feel yourself making excuses can help to keep you on track. You can even get your friends or advisor involved to help you be accountable.</p>	 <p>Relax your personal standards Rather than aiming for perfection, make it your goal to improve with each attempt. This goal rewards your effort and allows for failure.</p>
 <p>Set boundaries Say no to distractions and people who demand your time when they don't align with your priorities.</p>	 <p>Face your fear of failure Focus on your positive traits using positive self-talk to help change your perceptions. Think of talking to yourself like you would if you were encouraging a close friend.</p>	 <p>Reward yourself All work and no play make for a boring student life. Build in rewards for yourself through your plan and calendar so you have something to look forward to after all of your hard work.</p>

Adapted from Baylor University – Procrastination