



Understanding and Overcoming Procrastination

Academic Learning Centre



**University
of Manitoba**



TRADITIONAL TERRITORIES — ACKNOWLEDGEMENT —

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.



Procrastination

What is it?

How do I know if I am procrastinating?

At times, do you find yourself doing activities that provide short-term distraction?

Yes

No

Are you sure?
Organizing your closet counts.

You are likely procrastinating, welcome!

You are not alone.
Everyone will procrastinate from time to time



Procrastination

Why do we do it?

Feeling overwhelmed

Boredom

Lack of motivation

Uncertainty

Fear of failure

Unchecked procrastination can cause problems for your well-being and academic success





Procrastination

Acknowledge the feelings!

Do you feel anxiety,
boredom, or fear when
thinking about this task?

Use positive language to
address your feelings and
consider how to manage
these feelings.





Procrastination

Use one or more of these strategies!

1. Create a study space
2. Commit to 2 minutes
3. Hold yourself accountable
4. Break projects into smaller tasks and assign tasks to daily 'to-do' lists
5. Build a routine





Strategies for Procrastination

1. Create a dedicated work or study space

- We associate spaces with certain activities
- Consider what you need for a productive space
- If you do not have access to the ideal space, consider what is most important for your productivity





Strategies for Procrastination

2. Commit to 2 minutes at a time

- Often, starting the task is the most difficult obstacle
- Commit to the task at hand for two minutes
- Take a break or repeat
- Overtime, you will build longer focus sessions

2 min



Strategies for Procrastination

3. Kindly hold yourself accountable

- Let a friend, peer, or family member know about certain tasks you wish to complete
- Ask them to check-in with you at the end of the day
- Alternatively, consider an online accountability community





Strategies for Procrastination

4. Create and practice task management

- Break projects into smaller tasks
- Find supports
- Assign tasks to daily 'to-do' lists

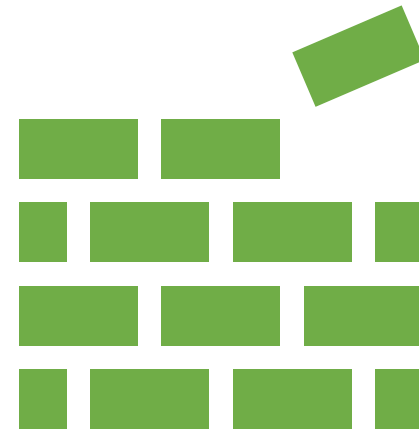




Strategies for Procrastination

5. Build a Routine

- Regular routines reduce procrastination
- Make your routine visual
- Make your routine achievable!





Remember...

As a post-secondary student you already have an array of academic skills and strategies!



Sometimes guidance or support in implementing or adapting these skills and strategies is all you need.





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