

# Avoiding Procrastination: Quick Tips

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## Top tips to fight against procrastination

### Work on your most challenging task first.

- Tackle tasks that require a lot of concentration when you have the most energy.

### Practice visualization and positive self-talk.

- Avoid negative thinking and using words such as **never** or **I can't**. If you are bogged down in bad feelings, it is difficult to do things well or engage in adaptive behaviour.

### Watch out for procrastination myths.

- Sometimes, we convince ourselves that we are procrastinating for good reasons when we are really just using excuses to delay our work. The following are some popular procrastination excuses we might tell ourselves:
  - **I work better under pressure.**
    - Planning and pacing are a lot less stressful and will lead to better results.
  - **I need to be inspired or in the right mood.**
    - Instead of waiting for your ideas to start flowing, you just need to sit down and get to work with or without inspiration. Inspiration comes from doing!
  - **I need a block of several hours of uninterrupted time to work on this.**
    - Use the Swiss Cheese approach: When you don't have several hours available, work in small holes of time. Poke small holes into a large task consistently, and you will be amazed at how much you get done.
  - **I'll be able to do a better job tomorrow.**
    - Take the steps you need to, to become more productive, effective, disciplined and organized today. Don't wait until tomorrow.

## Take breaks!

- Taking breaks may seem counterintuitive when we have a lot of work to do, but breaks can help raise our motivation levels and allow our brains to digest what we are learning.
  - Divide your tasks and breaks into regular, short intervals to help you avoid feeling overwhelmed. Look up **The Pomodoro Method** if you need help setting up a structured study routine with breaks.
  - Take breaks that help you recharge, rather than breaks that cause you to feel more mentally stimulated and exhausted. For instance, go for a short walk rather than scrolling TikTok.

## Book a 1:1 study skills appointment on the Student Life Portal for more tips and strategies!

### Student Learning Centre

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