

UC Merced SUCCESS!

Understanding Time
Management &
Conquering Procrastination

Learning Goals

In this lesson, you will:

- Learn about procrastination– what is it and why do we do it?
- Learn how to conquer procrastination and manage your time by creating and prioritizing lists and using planners
- Practice goal setting



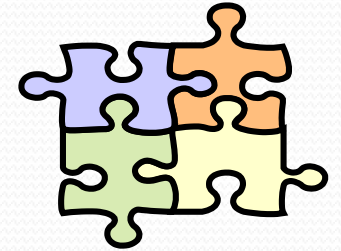
Ellen De Generes

Procrastination

<https://www.youtube.com/watch?v=4e9XCqPbmCw>



What is procrastination?



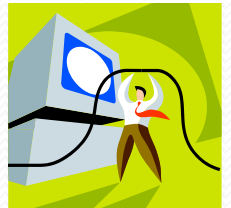
- Procrastination is putting off tasks until later
“Just one more video game. Then I will get going.”
- Procrastinators may have difficulty starting a project

Why do we procrastinate?

- Procrastination is almost always more about anxiety or other emotions rather than laziness
- The psychological causes of procrastination vary greatly, but generally surround issues of anxiety, low sense of self-worth and a self-defeating mentality

What are the different types?

- Arousal types or thrill seekers, who wait to the last minute to for the euphoric rush
- Avoiders, who may be avoiding fear of failure, or even success, but in either case are very concerned what others think of them
- Decisional procrastinators, who cannot make a decision



What underlying conditions may cause people to procrastinate to the point where their lives are seriously affected?

- Depression
- ADHD (Attention Deficit Hyperactivity Disorder)

Hint: Use a timer!



Why is procrastination a bad thing?

Procrastination may result in:

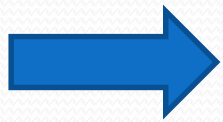
- Stress, guilt, low self-esteem & depression
- Lowered immune system & insomnia
- Higher levels of alcohol consumption & substance abuse
- Failure to meet deadlines
- Can destroy teamwork and private relationships
- Leads people to overestimate or underestimate the time and effort required to finish a task (bad grades)

How do I stop procrastinating?

If you are seriously affected by procrastination, make an appointment with a counselor to get professional help. Call CAPS.

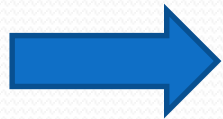
If procrastination at school is an occasional problem, try these suggestions....





Recognize When You Are Procrastinating.

Become aware of your favorite procrastination tactics and learn to catch yourself as soon as you wander off



Divide Your Project Into Small, Manageable Chunks

Take one small step at a time and don't worry about reaching ultimate goal.



Set Reachable , Specific Sub-goals

For instance, “Read 20 pages of Chapter 5 by 8:00 tonight,” rather than, “Do some studying later.”

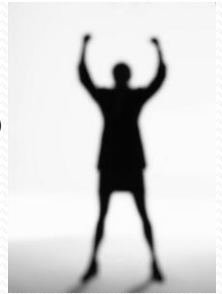


➡ Don't Sabotage Yourself

Set up your environment with as few distractions as possible. Arrange your workspace, and work when you have energy. Don't allow yourself to think or say discouraging thoughts.

➡ Use Positive Self-Talk

Coach yourself. Say encouraging, positive, affirming messages to yourself when you begin to feel anxious or discouraged.



➡ Use Visualization

Typically, the results at the end of our procrastinated processes are pretty appealing. Those results could be peace of mind, happiness, time to go see that movie you've wanted, etc. Visualize yourself obtaining the rewards that will be present at the completion of your tasks.

<http://www.youtube.com/watch?v=2ZCR3vmSl2M&feature=related>

Time Management & Goal Setting

- Dartmouth Video on Time Management and Goal Setting

<https://students.dartmouth.edu/academic-skills/learning-resources/time-management>

- What are three tools you can use for time management?

Time Management Tools

★ Daily To-Do List

★ Weekly Planner

★ Term Planners

Exercise 1

Identify your goals. Write them in the present tense.

Short Term Goals:

What do you want to achieve this semester?

Long Term Goals:

What do you want to achieve in your academic and professional careers?

What do you want to have ten years from now?

Exercise 2

Write down your to-do list for today.

Exercise 3

Go through your list and prioritize each item:

- A- Task that you MUST finish because there is a consequence if you don't
- B- Tasks that you SHOULD finish but aren't as critical as the A tasks
- C- Tasks that you don't have to finish today and there is no consequence for not doing that task
- D- Tasks you can delegate (give to someone else)
- E- Tasks that are no longer essential

EAT THAT FROG!

1. Create the habit of choosing the hardest, most important task and doing it first.
2. Don't start any other task until the most important task is finished.



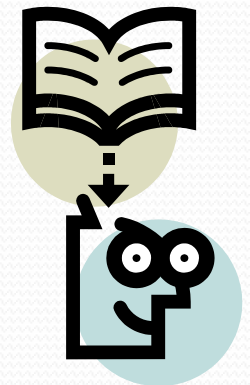
Exercise 4

Create a weekly plan. Begin by sectioning off your classes, work hours, and other commitments. Then, look where there are “open” sections. Decide when you will study and do coursework.

You can print weekly plans from the Internet or use a planner.

Strategies for Students

- Schedule a routine study time for every class during the week
- For big projects like exams and term papers, break the study or writing sessions into shorter periods
- Use day and early evening for difficult tasks
- Use small 5 to 15 minute chunks of time
- Plan time for sleep, exercise, and fun
- Be sure to eat breakfast



End of presentation

