

How to Overcome Procrastination

Procrastination can lead to a huge amount of stress. And yet, when we feel overwhelmed, it's easy to go down that road. Here are some ways to help overcome procrastination:

- 1. Understand the reasons for procrastination.** There are many reasons why we procrastinate. Some common reasons include fear of failure, perfectionism, feeling overwhelmed, lack of motivation, lack of time management skills. Once we understand the reason for our procrastination, we can start to develop strategies to overcome it.
- 2. Set realistic goals and deadlines.** When we set unrealistic goals, it's more likely that we'll procrastinate. Instead, set small, achievable goals with specific deadlines. This will help you stay on track and avoid feeling overwhelmed.
- 3. Break down large tasks into smaller ones.** Large tasks can seem daunting and overwhelming, which can lead to procrastination. Break down large tasks into smaller, more manageable steps. This will make the task seem less daunting and more achievable.
- 4. Find a study buddy or group.** Studying with others can help us stay motivated and accountable. Find a friend or group of friends who are also committed to doing well in class. You can quiz each other, discuss concepts, and help each other stay on track.
- 5. Find a quiet place to study.** Distractions are one of the biggest enemies of productivity. Find a quiet place where you can focus on your work without being interrupted. This could be a library, a study room, or even your own bedroom if you can create a distraction-free environment.
- 6. Take breaks.** It's important to take breaks when we're studying or working on a task. Get up and move around, step outside for some fresh air, or listen to some music. Taking breaks will help you stay refreshed and focused.
- 7. Reward yourself for your accomplishments.** When you achieve a goal, take some time to reward yourself. This could be anything from watching your favorite TV show to going out to eat. Rewarding yourself will help you stay motivated and on track.

Want to learn more? Check out the [Toolkit Series](#) self-guided workshop on [Time Management](#) and [register for the live session](#) on [Time Management and Prioritization](#).