



Time Management & Procrastination

21 Time Management Techniques

1. Plan to study for two hours for every one hour that you are in class
2. Study the difficult or boring subjects first
3. Avoid scheduling marathon study sessions
4. Study during your best time of the day
5. Use waiting time productively
6. Use a regular study area
7. Don't get too comfortable
8. Use the library
9. Pay attention to your attention
10. Agree with living mates about study time
11. Avoid noise distractions
12. Notice how others misuse your time
13. Get off the phone
14. Learn to say no
15. Hang a "do not disturb" sign on the door
16. Ask yourself: What is one task I can accomplish toward my goal?
17. Ask yourself: Am I beating myself up
18. Ask yourself: Is this a piano
19. Ask yourself: How did I just waste time
20. Would I pay myself for what I am doing right now?
21. Ask yourself: Can I do just one more thing

7 Step Procrastination Plan

1. Make it meaningful

- Why is what you are doing important?
- How does it fit your goals?

2. Take it apart

- Break big projects into smaller parts
- Divide your assignment into doable tasks

3. Write an intention statement

- Write what you intend to do on an index card and carry it with you everywhere

4. Tell everyone

- Tell somebody, anybody, what you intend to do
- Tell as many people as possible

5. Find a reward

- Reward yourself for following through on your intentions
- Make rewards meaningful

6. Settle it, now

- Start working on your task as soon as you feel yourself “putting it off”
- Tell yourself that you are going to work on your task for just ten minutes

7. Say “NO”

- Don't allow yourself to procrastinate
- If you are not going to do something, don't tell yourself that you are