How to Beat Procrastination

To avoid being a procrastinator, change your behavior. Try these tips:

1. **Break a large assignment** or project into smaller units of work that you can complete in one sitting.

2. **Plan rewards** for yourself for completing each part of the assignment. Take a break or do something you enjoy.

3. **Make a schedule** for completing a long assignment. Set a goal to spend a certain amount of time working each day until the assignment is finished.

4. **Get organized.** Your attitude toward studying will improve if you have an orderly work area with everything you need at your fingertips – books, pens and pencils, paper – so that you are ready to begin the moment you sit down.

5. **Find out what you need to know.** If you put off assignments because you don’t know where to start or aren't sure how to do the work, find out what you need to know. Make an appointment with your instructor, explain the difficulty you are having, and ask for advice. If you have started the assignment, show your instructor where you are having trouble. Visit the tutoring center. Talk to someone in the class. If you missed a lecture or have gaps in your notes, your friend might be able to fill you in.

6. **Assume an attitude of confidence** and you will be confident. Instead of thinking, “this is too difficult”, or, “I’ll never finish this,” think, “I can do this, if I get started right now,” and, “There’s a lot of work to do, but if I can do a little bit at a time I’ll be finished before I know it.”

Adapted from *The Confident Student* by Carol C. Kanar
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