**Avoiding Procrastination**

**Procrastination** is when a person puts things off and does not do them. For example, you have an assignment due and you wait until the night before it’s due to begin working on it.

**Is your procrastination related to a project or is it a habit?**

**To remedy procrastination:**

1. Begin with one, modest project
2. Answer these basic questions
3. Keep the answers before you as you mark your progress

**What do you want to do?**

* **What is the final objective, the end result?**It may be obvious, or not
* **What are the major steps to get there?**Don't get too detailed: think big
* **What have you done so far?**Acknowledge that you are already part of the way,  
  even if it is through thinking! The longest journey begins with a first step.

**Why do you want to do this?**

* **What is your biggest motivation?**Do not concern yourself if your motivation is negative! This is honest and a good beginning. However, if your motivation is negative, re-phrase and re-work it until it is phrased positively.
* **What other positive results will flow from achieving your goal?**Identifying these will help you uncover benefits that you may be avoiding: Dare to dream!

**List out what stands in your way**

* **What is in your power to change?**
* **What resources outside yourself do you need?**Resources are not all physical (i.e. tools and money),  
  and include time, people/professionals/elders, even attitude
* **What will happen if you don't progress?**It won't hurt to scare yourself a little...

[**Create a simple "To Do" list**](http://www.studygs.net/todolist.htm)This simple program will help you identify a few tasks, the reason for doing them, a timeline for getting them done, and then printing this simple list and posting it for reminders.

**Develop your plan, list**

* **Major, realistic steps:**A project is easier when it is built in stages: Start small, add detail and complexity as you achieve and grow.
* **How much time each will take:**A schedule helps you keep a progress chart and reinforce that there are way-stations on your path.
* **What time of day, week, etc. you dedicate yourself to work:**
* This helps you develop a new habit of working, build a good work environment, and  
  distance distractions(It is much easier to enjoy your project when distractions are set aside).
* **Rewards you will have at each station:**and also what you will deny yourself until you arrive at each station.
* **Build in time for review:**find a trusted friend, elder, or expert to help you motivate yourself or monitor progress.

**Admit to:**

* **False starts and mistakes as learning experiences:**They can be more important than successes, and give meaning to "experience"
* **Distractions and escapes:**Do not deny they exist, but deny their temptation
* **Emotion:**  
  Admit to frustration when things don't seem to be going right  
  Admit that you have had a problem, but also that you are doing something about it
* **Fantasy:**  
  See yourself succeeding

**Finally, if procrastination is a habit of yours:***Focus on the immediate task and project, and build up from there. Each journey begins with one step.*

**The above information was taken from:** [**http://www.studygs.net/attmot3.htm**](http://www.studygs.net/attmot3.htm)