Know that it’s NOT bad time management
Procrastination is a needless voluntary delay; in that there is nothing preventing your from acting on your own plans except your own reluctance to act, even when it is in your best interest to do so.

See the trade-off for what it is
Simply put, procrastinating is short-term gain for long-term pain. You are improving your mood or enjoyment now, by neglecting completing a less pleasurable task and putting it off until later. Procrastination is really just you tricking yourself into accepting justifications based on excuses and self-deception.

Stop the cycle!
The immediate reward of procrastination reinforces avoidance behaviour and causes you to procrastinate over and over again. Over time you will create extended negative feelings like guilt, stress, disappointment, etc.

Identify the cause
Think for a minute about why you procrastinate and then decide if it’s really reasonable or rational. Here is a list of common reasons that students report:
- Fear of failure
- Fear of losing autonomy
- Perfectionism
- Distaste for writing
- Short-term enjoyment
- Fear of success

Come up with implementation intentions
Write out a pre-decision before you are in a situation where you might be tempted to procrastinate. For ex. “IF I am uncertain about a paper I have to write, THEN I will write an outline and get feedback from my TA”.

Tips for procrastination
**Visualize yourself in action**

Think of completing any task that you are tempted to procrastinate by imagining yourself completing it. Close your eyes and see yourself writing the essay, or meeting with a reference Librarian for help. Use all of your sense to see what you’re doing, notice who is around you, and feel how you are feeling.

**Use a mantra**

Mantras will help you interrupt your irrational thoughts about delaying a task, and redirect your attention to following through on your plans. For ex. “I won’t feel more like doing it tomorrow, so I need to work on it now!”

**Prevent distractions**

Knowing what tempts you to follow through on tasks is the 1st step to preventing you from getting sidetracked. Be intentional in minimizing distractions, or better yet, avoiding them all together. This might mean that you need to say “no” to making plans with friends far in advance, and might also mean that you spend a lot of time solo when you have lots of

**Use your willpower**

Know that you can do it – confidence and motivation is all you need! And since your willpower is strongest earlier in the day, try to schedule your most unpleasant tasks in before dinner time.

**Do 10 minutes**

If you’re feeling that you want to procrastinate, just do 10 minutes and then see if you really want to put off the task. Here are the advantages to doing just 10 minutes of work on any task:

- You end up feeling good that you did something
- It’ll make it easier to start next time
- You might just be motivated to do keep going!