



# 10 STEPS TO OVERCOME procrastination



## 01. Believe in YOU

"Believe in yourself and have confidence in your abilities and potential as a student, even when facing challenges, trusting that you can succeed academically and personally throughout your college experience."

Set several deadlines and hold yourself accountable for meeting those deadlines.

## 02. Set Deadlines



## 03. Eliminate Distractions

Identify and minimize distractions in your environment. Turn off notifications on your phone or computer and let others know when you need focused work time. Creating a distraction-free zone can help you stay on track and maintain your concentration.

Divide complex tasks into smaller, manageable ones. This is a key part in setting achievable personal goals. Tackle one smaller task at a time to reduce the overwhelm often associated with large to-dos.

## 04. Make it Manageable



## 05. Reward Yourself

Celebrate your achievements, no matter how small. Rewards can motivate you to keep going and reduce procrastination.

Create a daily routine that works for you. If you struggle to concentrate on work, time your work by setting an alarm for a short period of time and taking a break afterwards.

## 06. Create a Routine



## 07. Avoid Perfection

Shift from a perfectionist mindset by setting realistic goals, embracing progress over perfection, and accepting mistakes as learning opportunities. Practice self-compassion and grace.

Visualize and focus on your end goal instead of the tasks you have to complete. Set clear, achievable goals, prioritize your tasks, and create a structured plan with deadlines to track your progress.

## 08. Stay Goal Focused



## 09. Self-Discipline

Self-discipline isn't about bullying yourself into the things you don't want to do on your to-do list. Instead, try practicing self-discipline by setting mindful goals (you actually want to achieve) and work on them consistently.

Reflect on which strategies are working for you and adjust as necessary. Overcoming procrastination is a journey, and it's normal to keep adjusting your approach as you go.

## 10. Reflect & Adjust

