Overcome Procrastination
Change your Behavior

- Do something daily. Agree to start a project and stay with it for 5 minutes. Use a timer if necessary. When you are done, think of how easy that was, and think about resetting the timer.
- Use your friends. Set up a contract with someone to get something done. Make an appointment to study with a friend who has no difficulty studying. Make an appointment to consult with someone who can help you with your task. Arrange to meet with a friend for support, someone who'll listen and support you.
- Reward yourself: "I'll work on my term paper in the library half an hour before going to play racquetball."
- Keep your tasks visible in front of you: set up reminders, signs, notes, lists.
- Use your impulsiveness. When you get going, keep going. Do something when you think of it -- don't think about it. Do instant, tiny things.
- Establish priorities among tasks according to the degree of unpleasantness. Start with the most unpleasant task and work down until you get to the easier ones.

- If you've got something hard to do, rehearse it in your imagination or with someone. Work the bugs out; don't terrify yourself.
- Be sure the rest of your life is in good shape ... so your awful task is less awful within the context of a good general quality of life.

Manage your time

- Attend a workshop to learn how, if you need to. Get a planner.
- Break your goal up into little parts. Write out the steps.
- Write out a plan and schedule.
- Establish a regular time each day to work toward your goal.
- Organize your environment, complete with the tools you'll need, so it's easy to work—no excuses.
- If you aren't sure how to reach your goal, ask. If you aren't clear about an assignment, talk to your professor. Build this appointment into your schedule.
- Start early and start small. Build gradually.