



How to deal with Procrastination?

Procrastination is the act of delaying or postponing a task or set of tasks. It is a form of self-regulation failure characterized by the unreasonable delay of tasks despite potentially negative consequences.

Reasons for Procrastination

- Overestimating how much time you have left to perform tasks
- Underestimating how long certain activities will take to complete
- Overestimating how motivated you will be in the future
- Mistakenly assuming that you need to be in the right frame of mind/mood to work on a project
- Not knowing what needs to be done
- Not knowing how to do something
- Not wanting to do something
- Not caring enough to get things done
- Having a habit of waiting until the last minute, believing you can finish it at the last minute
- Believing that you work better under pressure
- Lacking the initiative to get started
- Forgetting
- Blaming sickness or poor health
- Waiting for the right moment
- Needing time to think about the task
- Delaying one task in favor of working on another

Ways to Deal with Procrastination

- **Make a to-do list** - To help keep you on track, consider placing a due date next to each item.
- **Take baby steps** - Break down the items on your list into small, manageable steps so that your tasks don't seem overwhelming.
- **Keep track of progress** – Every time you complete a task, make a tick mark or a star against that entry in your to-do list.
- **Recognize the warning signs** - Pay attention to any thoughts of procrastination and do your best to resist the urge. If you begin to think about procrastinating, force yourself to spend a few minutes working on your task. Recognize how important it is, the positive consequences of completing the task, and negative consequences of not completing the task.
- **Eliminate distraction** – Check what pulls your attention away the most, whether it is Instagram, Facebook updates, or the local news, and turn off those sources of distraction.
- **Appreciate** - When you finish an item on your to-do list on time, congratulate yourself and reward yourself by indulging in something you find fun.



For scheduling an appointment with a counsellor at
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