

Time Management and Procrastination

Early Warning Signs of Time Management Problems

You know you are in trouble when:

- *You hand in your work late*
- *You submit work that is not up to your usual standard*
- *You forget commitments*
- *You don't have enough time to complete a task*
- *You have to make excuses for work not done*
- *You have to drop out of a club or sports team because of lack of time and missing assignments*
- *You don't have time to do extra reading in areas which really interest you*
- *Your grades don't reflect your ability*



SOME TIME MANAGEMENT TIPS:

- Make a schedule- consider using a planner. Schedule study time every day.
- Spend time on important things before they become urgent. Be realistic. For example, don't schedule study time for 8:00 am on Saturday if you usually sleep in.
- Be flexible. You never know what is going to come up so it is a good idea to leave enough time to reschedule something if needed (don't leave things to the last minute)
- Don't be ruled by urgency. Your life will feel very stressful if you are constantly leaving activities/responsibilities until they become urgent.
- Number your tasks in order of their importance. Complete them in that order.
- Use a daily and monthly agenda.
- Manage your class work by writing down assignments that you need to work on each day. Also record time for studying for tests and reviewing your notes
- Set priorities in order to finish things that are due right away.
- Break larger assignments into smaller tasks (i.e. for a large project, first schedule time for research in the library or on the internet, then to go through the sources and make notes, and then to sit down and write it.
- Make time for yourself.
- When you are studying, take a ten minute break every hour. Get enough rest and make sure that your brain is ready to learn. Plan time to do the things that you enjoy as well.

What is Procrastination?

Procrastination is putting off or avoiding doing something that must be done. It is natural to procrastinate occasionally. However, excessive procrastination can result in guilt feelings about not doing a task when it should be done. It can also cause anxiety since the task still needs to be done. Further, excessive procrastination can cause poor performance if the task is completed without sufficient time to do it well. In short, excessive procrastination can interfere with school and personal success.

Why Do Students Procrastinate?

There are many reasons why students procrastinate. Here are the most common reasons:

1. **Perfectionism.** A student's standard of performance may be so high for a task that it does not seem possible to meet that standard.
2. **Fear of Failure.** A student may lack confidence and fear that he/she will be unable to accomplish a task successfully.
3. **Confusion.** A student may be unsure about how to start a task or how it should be completed.
4. **Task Difficulty.** A student may lack the skills and abilities needed to accomplish a task.
5. **Poor Motivation.** A student may have little or no interest in completing a task because he/she finds the task boring or lacking in relevance.
6. **Difficulty Concentrating.** A student may have too many things around that distract him/her from doing a task.
7. **Task Unpleasantness.** A student may dislike doing what a task requires.
8. **Lack of Priorities.** A student may have little or no sense about which tasks are most important to do.

