

Procrastination



University of
**Southern
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Procrastination impacts everyone, even with careful planning, strong motivation, and good intentions. It can delay progress, erode self-confidence, and prevent us from achieving our goals. While procrastination can be a powerful force, understanding its nature, recognising how it personally affects you, and taking deliberate steps to overcome it can help break its hold. With the right strategies in place, you don't have to remain a victim of procrastination, and you can regain control of your actions and goals.



<https://www.cci.health.wa.gov.au/resources/looking-after-yourself/procrastination>

Why do you procrastinate?

Think about why you procrastinate.

- Don't like a course?
- Don't like my degree?
- Don't like studying?
- I don't know where to start?
- I don't want to fail or be 'bad' at studying?
- I can't reference/write/find information/etc.
- My assignments won't be perfect.
- Maths anxiety

Procrastination can include:

- Not answering all questions on an assessment item
- Leaving exam prep to the night before
- Submitting assignments at 11.54pm
- Not completing tutorial questions
- Not watching course recordings
- Running out of time to study
- Skipping lectures or workshops
- Doing things not related to assessment

I can't do this!

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Ways to deal with procrastination

1. Challenging thinking

Ways of thinking that lead to procrastination	Challenge that thinking
I work better under pressure or closer to deadlines.	I work better when I have a clear goal and focus on the task
Last time I did it last moment it worked out ok.	Just because it worked once doesn't mean procrastination is reliable. It increases stress and risks quality, consistency, and success.
I need to do more research	Endless research can be an excuse to avoid action. At some point, taking action and learning through doing is key.
I'll do it later or I'm busy now	Delaying often leads to piling up tasks and increasing stress as deadlines approach. Taking small steps now

	creates momentum and prevents unnecessary pressure later.
I don't know what I'm doing	This a natural feeling, but it's part of the learning process. Embrace uncertainty, take action, and seek guidance—clarity comes through experience and persistence.

2. Create a to-do list

to do list

date

top priorities

must do

should do

could do

3. Use planners

Planners help you to map out your time and tasks visually. Both online and paper versions are effective – consider which would work best for you.

- A **trimester planner** provides an overview of the entire trimester, helping you identify busy periods for assessments so you can distribute your workload more evenly rather than cramming everything into one timeframe. Be sure to include assignment submission dates in this planner.

	Subject 1	Subject 2	Subject 3	Subject 4			
			Academic skills sessions				
WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Orientation Week	15 February	16	17	18 Keys to Study	19	20 Maths Refresher Course Day1	21 Maths Refresher Course Day2
SP1 Week 1	22	23	24	25	26	27 Report Writing	28
Week 2	29	1 March	2 Tutorial questions 1 (10 % for all)	3	4	5 Referencing	6 Online quiz 1 (10 % for all)
Week 3	7	8 Practical Report 1 (30 % for all)	9 Tutorial questions 2 (10 % for all)	10	11	12	13
Week 4	14 In class test (10 %)	15	16 Tutorial questions 3 (10 % for all)	17	18	19	20 Online quiz 2 (10 % for all)
Week 5	21	22	23 Tutorial questions 4 (10 % for all)	24	25 Group assignment (15 %)	26 Academic Integrity	27
Week 6	28	29 Practical Report 2 (30 % for all)	30 Tutorial questions 5 (10 % for all)	31 Group Wiki (10 %)	1 April	2 Critical Thinking	3 Online quiz 3 (10 % for all)
Week 7	4	5	6 Tutorial questions 6 (10 % for all)	7	8	9	10
Week 8	11 In class test (10 %)	12	13 Tutorial questions 7 (10 % for all)	14	15	16	17 Online quiz 4 (10 % for all)
Lecture 8	18	19	20	21	22	23	24

- A **weekly planner** is useful for organising your weekly commitments, such as classes, study sessions, and personal activities. It also allows you to consider your peak concentration times and plan when to tackle specific tasks.

	Mon	Tue	Wed	Thur	Fri
7am-8am	School drop off		School drop off	School drop off	School drop off
8am-9am	exercise	Online tutorial course 2	Work	Work	exercise
9am-10am	Online lecture course 1	Catch up-online study group discuss assign course 1			Reading and tutorial prep course 1 (for following week)
10am-11am	Online tutorial course 1	Online Library class finding information			Assessment prep time as required (assignments or exam study)
11am-12pm		Break			
12pm-1pm	Break	Online lecture course 2			
1pm-2pm	Tutorial prep Course 2				
3pm-7pm	School pick up/ after school activities/ dinner	6-7pm Online study support session	School pick up/ after school activities/ dinner	School pick up/ after school activities/ dinner	School pick up/ after school activities/ dinner
7pm-9pm	Course readings		Assessment prep time as required (assignments or exam study)		

- The **assignment planner** is a great tool for breaking down assignments into manageable stages and setting a timeline to ensure you complete the work on time. You might like to use the assignment calculator function in [Studiosity](#) create a schedule for completing your assignment.

Trimester 3, 2024 Planner							EDM8010 – Curr and Ped for SS	EDM8004 – Teacher ID	EDM8000 – Assess for learn
WEEK	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
Orientation Week	25	26	27	28	29	30	31		
Week 1	1 SEPT EDM8010 – download assessment booklet and read assess 1 through ALSO start reading the Mod 1 booklet	2 EDM8010 – 7.30pm EDM8004 – drop in 5-6pm Start readings (Refer to study sched)	3 Work through topic 1 and link to assessments (Refer to study sched) Complete readings Mod 1 – Watch videos found in course activity	4 Download tute slides Online Tutorial 5-6pm	5	6 EDM8010 – Drop in -11-12	7		
Week 2	8 Complete Mod 1 booklet	9 EDM8010 – 7.30pm EDM8004 – drop in 5-6pm Start readings (Refer to study sched)	10 Work through topic 2 and link to assessments (Refer to study sched) Complete readings Mod 2 – Watch videos found in course activity	11 Download tute slides Online Tutorial 5-6pm	12	13	14		

4. Create a distraction-free environment that enhances your focus, consider the following strategies:

- Designate a Specific Workspace: Choose a specific area in your home or office that is solely for work. This helps your brain associate that space with productivity.
- Minimise Clutter: Keep your workspace tidy and organised. A clean environment can reduce distractions and help you concentrate better.
- Limit Digital Distractions: Turn off notifications on your phone and computer. Consider using apps that block distracting websites during work sessions.
- Control Noise Levels: If possible, work in a quiet area. If noise is unavoidable, consider using noise-cancelling headphones or playing background music that helps you focus.
- Set Boundaries: Communicate with others about your work hours and the importance of minimising interruptions during those times.
- Use Visual Reminders: Place reminders or motivational quotes in your workspace to keep you focused on your goals and tasks.
- Adjust Lighting and Comfort: Ensure your workspace is well-lit and comfortable. Poor lighting or uncomfortable seating can lead to distractions

Further support

Contact your student learning advisors via the Support for Learning team here:

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