Procrastination



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.



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



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

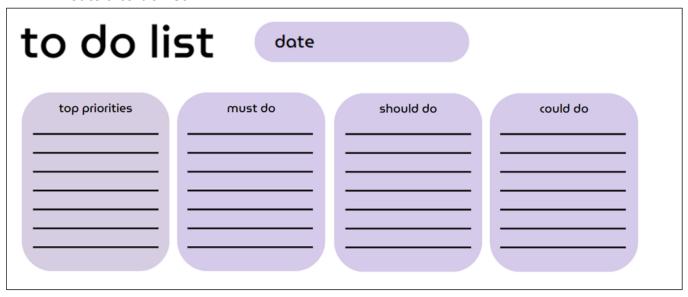
Ways to deal with procrastination

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



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.
- 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.







 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. Tou might like to use the assignment calculator function in <u>Studiosity</u> create a schedule for completing your assignment.



- 4. Create a distraction-free environment that enhances your focus, consider the following strategies:
 - <u>Designate a Specific Workspace:</u> Choose a specific area in your home or office that is solely for work. This helps your brain associate that space with productivity.
 - <u>Minimise Clutter:</u> Keep your workspace tidy and organised. A clean environment can reduce distractions and help you concentrate better.
 - <u>Limit Digital Distractions:</u> Turn off notifications on your phone and computer. Consider using apps that block distracting websites during work sessions.
 - <u>Control Noise Levels:</u> If possible, work in a quiet area. If noise is unavoidable, consider using noise-cancelling headphones or playing background music that helps you focus.
 - <u>Set Boundaries:</u> Communicate with others about your work hours and the importance of minimising interruptions during those times.
 - <u>Use Visual Reminders:</u> 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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