



Washington Campus Coalition

HOW TO OVERCOME PROCRASTINATION

With Effective Time Management

Presentation by Arielle Knowles

2023 March Professional Development Presentation

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In this presentation, we're going to talk about procrastination and time management. You're going to take a self-test to see if you're a procrastinator and then we're going to talk about what causes procrastination and how you can overcome procrastination by prioritizing and organizing your tasks.



Procrastination



**THE KILLER OF TIME
MANAGEMENT**

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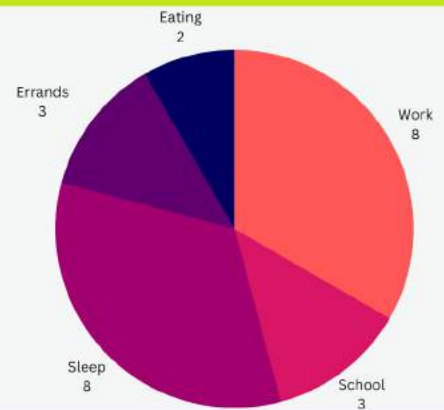
Procrastination is the killer of time management. It can trick you into thinking you're being productive since the pressure of leaving things to the last minute forces you to focus.

The reality is leaving things to the last minute means you're rushing to meet a deadline and that makes you more likely to make careless mistakes.

Procrastination also gives you high levels of anxiety and makes you feel unproductive and lazy, which worsens mental and physical health.

Breakdown

How Do You Spend Your 24 Hours?



How do you spend your 24 hours? Most people work 8 hour shifts and, ideally, should be getting 8 hours of sleep.

That only leaves 8 hours to do whatever else you need for the day, like classwork, errands, and meal times. Oftentimes, it doesn't feel like we have enough time in the day.

Take a second to make a pie chart about how you normally spend your 24 hours. Do you notice any areas where you're spending too much time or not giving enough?

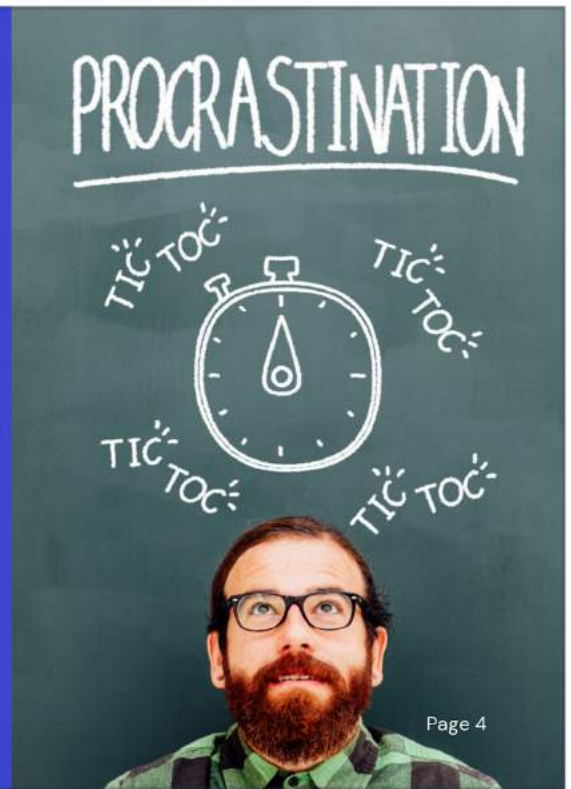
PROCRASTINATION

SELF-TEST

Read each statement on the on the test and choose the word that best describes your behavior.

Never – 1/Occasionally – 2/Often – 3/Always – 4

Your results will reveal whether or not you procrastinate.



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We have a pre-made test for you to take that has 12 statements on it. Choose which word you think matches your experience best: never, occasionally, often, or always. Never is worth 1 point, occasionally is worth 2 points, often is worth 3 points, and always is worth 4 points.

Never – 1/Occasionally – 2/Often – 3/Always – 4

1. I feel I have to “cram” before an exam.
2. My homework is turned in on time.
3. I think I get enough sleep.
4. I pull all-nighters before mid-terms and finals.
5. I plan activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned.
6. When I’m working on a paper, I put off writing until a few days before it’s due.
7. I cancel social activities because I feel I don’t have enough time.
8. I get my papers in on time.
9. I find myself making a lot of excuses to my instructors about why my work isn’t done.
10. I feel comfortable about how I use time now.
11. I feel that something is hanging over my head, that I’ll never have enough time to do the work assigned.
12. I feel tired.

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Score A – The points for statements 1,4,6,7,9,11, and 12 all added up.

Score B – The points for statements 2,3,5,8, and 10 all added up.



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Score A is the points for statements 1,4,6,7,9,11, and 12 all added up. Score B is the points for statements 2,3,5,8, and 10 all added up. What did you get?

Score A – The points for statements 1,4,6,7,9,11, and 12 all added up.

Score B – The points for statements 2,3,5,8, and 10 all added up.



If Score A is greater than Score B, you are probably a procrastinator.

If Score A is less than Score B, you manage your time well. If the scores are equal, you may procrastinate at times, but procrastination is not a habit.



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If score A is larger than score B you're most likely a procrastinator.

If score B is larger that means you manage your time well.

If they're equal that means sometimes you procrastinate and sometimes you don't.

Next we're going to look into the causes of procrastination. This information is still useful even if you didn't score as a procrastinator.

CAUSES ^{OF} PROCRASTINATION



- Avoidance
- Feeling Bored
- Trouble Focusing
- Overwhelmed and Indecisive
- Perfectionism
- Fear of Failure and Anxiety
- Resisting Challenges
- Lack of Belief in Your Abilities

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The causes of procrastination are avoidance, feeling bored, trouble focusing, feeling overwhelmed or indecisive, perfectionism, fear of failure or anxiety, resisting challenges, and lack of belief in your abilities.

Each of these causes of procrastination are forms of avoidance.

You don't want to do something because it's boring or you can't focus because you're overwhelmed with all the decisions you have to make. Maybe you want things to be perfect but you're afraid of failing and that makes you anxious. Or maybe you see a task as too challenging and don't believe you can complete the task.

It all boils down to avoidance.



How to Manage Time Effectively

→ *Prioritize and
Organize Tasks*

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So how can you manage your time effectively?

You can do it by prioritizing and organizing your tasks.

Prioritizing



**IMPORTANT
THINGS FIRST**

- List out every task
- Determine what needs to be completed NOW vs later
- Order tasks by time and effort (start on ones that require more effort) or by most important to least important
- Focus on one task at a time
- Give yourself enough time for each task
- Be flexible and realistic

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When you prioritize your tasks, that means you're putting the important things first.

The best way to start prioritizing is to list out every task you need to do.

Then, you'll need to determine what needs to be completed now or saved for later.

Usually you'll want to order your tasks by starting with the ones that take the most time and effort but sometimes the tasks that require the most time and effort aren't the most important ones.

Next, focus on one task at a time. If you multitask you're more likely to make a mistake.

And finally, give yourself enough time to complete each task but be flexible and realistic and don't be too hard on yourself if things aren't completed as planned.



ORGANIZING TIME

Calendars, weekly
agendas, daily to-do lists

Make regular schedules
and break them down by
month, week, and day

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Organize your time by scheduling all your tasks by month, week, and day. You will need a calendar, a weekly agenda, and somewhere to write your daily to-do lists.

CHOOSE *YOUR* CALENDAR



- Blank, paper calendar
- DIY calendar
- Planner
- Google or Outlook calendar
- Calendar on phone
- Calendar app

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Choose your calendar. You can do a blank paper calendar or make your own calendar, get a planner, use your google or outlook calendar or the calendar on your phone or even download a calendar app. These are all equally good options.



Create a Master Syllabus



- This lets you see your tasks and assignments all in one place
- Make sure to color code

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Next you'll want to create a master syllabus. This means writing each task down into your calendar.

I do this when I start a new quarter at school. I write every assignment from each syllabus into a giant calendar and color code by class.

That way I can see everything I need to do in one place and easily identify which assignments are for which class.

What to include on your calendar



- Class times
- Schoolwork
- AmeriCorps service/work
- Household chores
- Going out with friends
- Family events
- Appointments
- Meal times
- Down time/hobbies
- Sleep

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So what else can you include on your calendar? You can include class times, schoolwork, AmeriCorps service/work, household chores, going out with friends, family events, appointments, meal times, down time/hobbies, sleep

It's really up to you

Come up with a Weekly Plan




- This will help you focus and keep track of things
- Write a list of goals you want or need to accomplish



At the start of each week, like a Sunday or a Monday, come up with a weekly plan to help you focus and keep track of everything that needs to be accomplished.


By just focusing on the week, you won't be distracted or stressed by the future.

If you have a project that takes multiple weeks, break it down into manageable chunks and set weekly deadlines.



The image shows a wooden clock with black hands and numbers on a teal background. To its right is a calendar with several pushpins: a red one on the 5th, a white one on the 14th, and a green one on the 21st. Below the calendar are five colored squares: orange, pink, blue, yellow, and green.

Set a Routine

This helps reduce stress, which can lead to more time to relax, less anxiety, and improved mental health 

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You'll also want to come up with a daily routine

Let's say in the morning you shower, brush your teeth, get dressed, and eat breakfast

Then you go to work or school, have lunch, run errands

And at night you make dinner, do homework, wind down, brush your teeth again, wash your face, and go to sleep

Having a set routine helps reduce stress, which can lead to more time to relax, less anxiety, and improved mental health, unlike procrastination, which, if you remember from before, worsens your mental health.



PREPARE A TO-DO LIST



*For Each Day And
Adjust If Needed*

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At the beginning of each day, prepare a to-do list and adjust as needed.

In order of importance, make a list of tasks that need to be accomplished for the day, like what you need to do for work or specific errands that need to be run or homework that needs to be completed by the end of the night and cross off each task after it's completed.

Once you have your routine set up, you'll have an easier time managing self-care and scheduling tasks around your routine. It's okay to move things around if you need to.

It's also important to make sure you set aside at least 30 minutes a day of free time for yourself to stay healthy. It doesn't need to all at once, you could even do it in 3 10 minute chunks.

What Did You Do Yesterday?

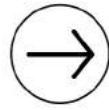


Write down five things you accomplished yesterday, doesn't matter how big or small. Now write down one way you were unproductive.



Now we're going to do an activity called what did you do yesterday?
You're going to write down 5 things you accomplished yesterday and 1 thing that was unproductive

**Discuss Your
Accomplishments**



*Recognize
Time Wasters*

Often, we beat ourselves up thinking that we have done nothing, when in fact we do more than we give ourselves credit for!

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The point of this exercise is to focus on your accomplishments and recognize what kinds of things are time wasters. We tend to beat ourselves up thinking that we have done nothing, but really we do more than we give ourselves credit for!

Let's Discuss

Time Management

What do you already do or want to start doing?



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Now we're going to discuss time management.

Is there anything from the presentation that you already do, like putting everything into a calendar or writing out the tasks you'll do for the day or the week?

Is there anything from the presentation that you want to start doing?

Is there anything that you do different that you've found helpful that wasn't mentioned in the presentation?

*Thanks for
Coming!*



**ANY
QUESTIONS?**

Time Management with Arielle Knowles

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