

## How to Deal with Procrastination

by Ben Goldberg

Having trouble starting or finishing your work? Here's a three-step process you can use to get your work done on time.

<p>1. Set aside time to do your work</p> <ul style="list-style-type: none"> <li>• start with 30 minutes per day for one assignment</li> <li>• make sure to stick to your schedule</li> <li>• with practice, move up to hour-long blocks for your work</li> <li>• do nothing but your work during these blocks; if you must, switch between assignments that need to be done</li> </ul>	<p>You can plan and check your progress here. Use this for one assignment at a time!</p> <p><u>Monday</u> Time worked:      AM/PM -      AM/PM What did you get done?</p> <p>Did you work without distractions? Y/N</p> <hr/> <p><u>Tuesday</u> Time worked:      AM/PM -      AM/PM What did you get done?</p>
<p>2. Eliminate ALL distractions</p> <ul style="list-style-type: none"> <li>• find a quiet, isolated place to do your work</li> <li>• if using technology, turn off all sounds/visible notifications</li> <li>• disconnect from any social media (i.e. skype, facebook); if you don't need the internet for your work, disconnect from it too</li> <li>• silence/turn off your phone and keep it out of reach</li> </ul>	<p>Did you work without distractions? Y/N</p> <p><u>Wednesday</u> Time worked:      AM/PM -      AM/PM What did you get done?</p> <p>Did you work without distractions? Y/N</p> <p><u>Thursday</u> Time worked:      AM/PM -      AM/PM What did you get done?</p> <p>Did you work without distractions? Y/N</p> <p><u>Friday</u> Time worked:      AM/PM -      AM/PM What did you get done?</p>
<p>3. Keep yourself energized</p> <ul style="list-style-type: none"> <li>• this doesn't have to mean caffeine or sugar; maintaining as healthy a diet as you can with regular mealtimes will help a great deal</li> <li>• keep a regular sleep schedule by going to bed and waking up at similar times daily (and of course, try to get 8 or more hours of sleep per night)</li> </ul>	<p>Did you work without distractions? Y/N</p> <p><u>Saturday</u> Time worked:      AM/PM -      AM/PM What did you get done?</p> <p>Did you work without distractions? Y/N</p> <p><u>Sunday</u> Time worked:      AM/PM -      AM/PM What did you get done?</p> <p>Did you work without distractions? Y/N</p>

