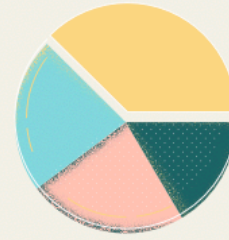


# TIPS FOR PROCRASTINATION

## HELP STUDENTS WORK THROUGH THEIR EMOTIONS

ASK...

1. What are you putting off? How long have you been putting it off?
2. What feelings do you have when you think about doing the task?
3. Usually, when you feel that way, what do you end up doing?
4. How would you feel if you finished what you are supposed to do?



## BREAK BIG TASKS INTO SMALLER TASKS!

EXAMPLE: WRITING AN ESSAY...

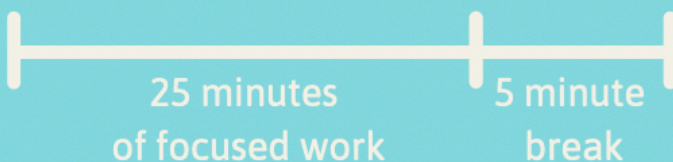
- Create outline
- Write introduction
- Write 3 main points in each paragraph of the body
- Write the paragraphs (one by one)
- Write the conclusion

## BREAK WORK TIME INTO SMALLER CHUNKS!

THE POMODORO METHOD:

1. Choose the task.
  - a. How much time will it take total? And today?
2. Chunk the task into multiple pomodoros (see below).
3. After 4 complete pomodoros, take a 20 minute break.

ONE POMODORO:



## OTHER TIPS

- Encourage them to tell someone about their goal.
- Reward them. This could be as simple as giving them a piece of candy for finishing part of their goal or a pomodoro.
- Manage distractions. Consider removing technology from their workspace other than during break time.
- Create a to-do list together with the most important items at the top.

SOURCES: Nawal Mustafa, M.A.; Force Four Creative; Custom Essay Meister

FOR MORE RESOURCES: Contact Ms. Bishopp at (360)596-3404 or kbishopp@osd.wednet.edu