



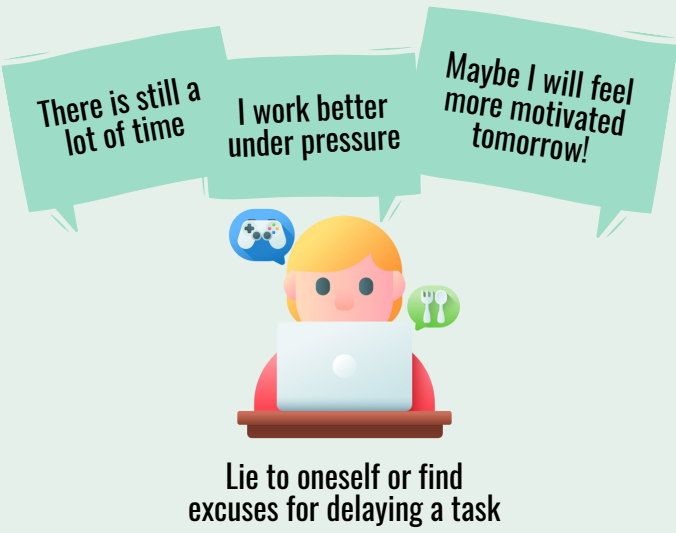
HOW TO STOP PROCRASTINATING

Do you find yourself doing something else instead of the task you know you should be doing? Overcome the habit of delaying important tasks now!

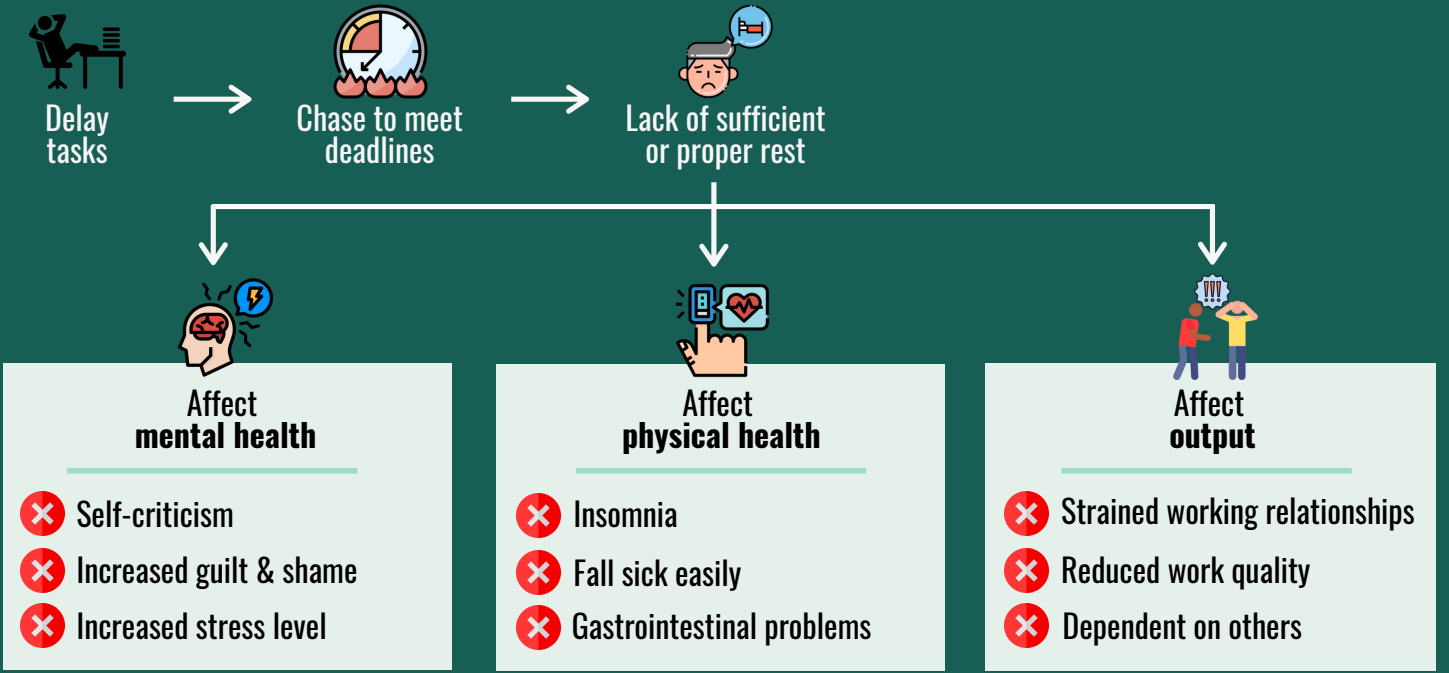
WHAT IS PROCRASTINATION?

- ✗ A deliberate act of delaying a task to do something that is less important or more pleasurable (also known as distractions)
- ✗ Becomes a habit and happens automatically

Common distractions:

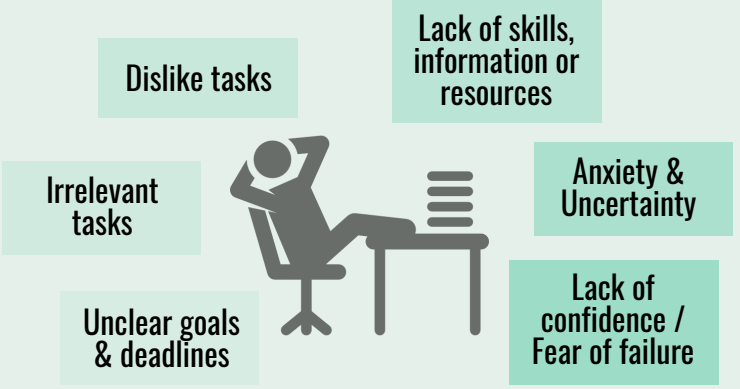


CONSEQUENCES OF PROCRASTINATION?




REASONS FOR PROCRASTINATING

- ✗ Procrastination may not be about being lazy or having poor time management
- ✗ It is a form of avoidance due to various reasons




HOW TO STOP PROCRASTINATING




Create To-Do List

- ✓ Include deadlines in the list
- ✓ Prioritise your tasks, click [here](#) to learn about prioritising




Set Time-Limited Breaks

- ✓ For example: After working on a task for 1 hour, take a 15-minute break, come back for another hour



Reduce Distractions

- ✓ Remove distractions out of sight (eg. mobile phones)
- ✓ Select conducive time and place




Delay Procrastination

- ✓ Delay the urge to engage in distracting activities. Tell yourself:


Later

Five minutes more



Set Specific Goals

- ✓ Specify what, when, and how, and set a time frame for goals



Reward Yourself

- ✓ Tell yourself:

I can go to social media platforms only after I complete this

(Even if it's just a small task!)