

Procrastination





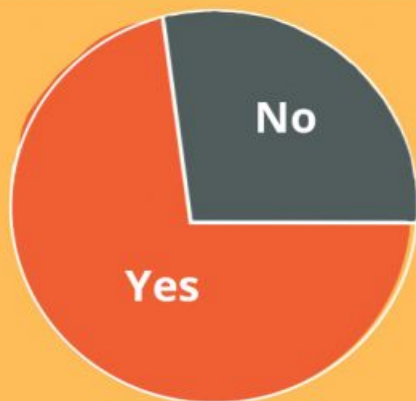
Procrastination is simply putting off tasks until the last minute, or past their deadline.

Students vs. Procrastination

When do you typically turn in your assignments?




Do you feel like procrastinating more since we are in NTI?

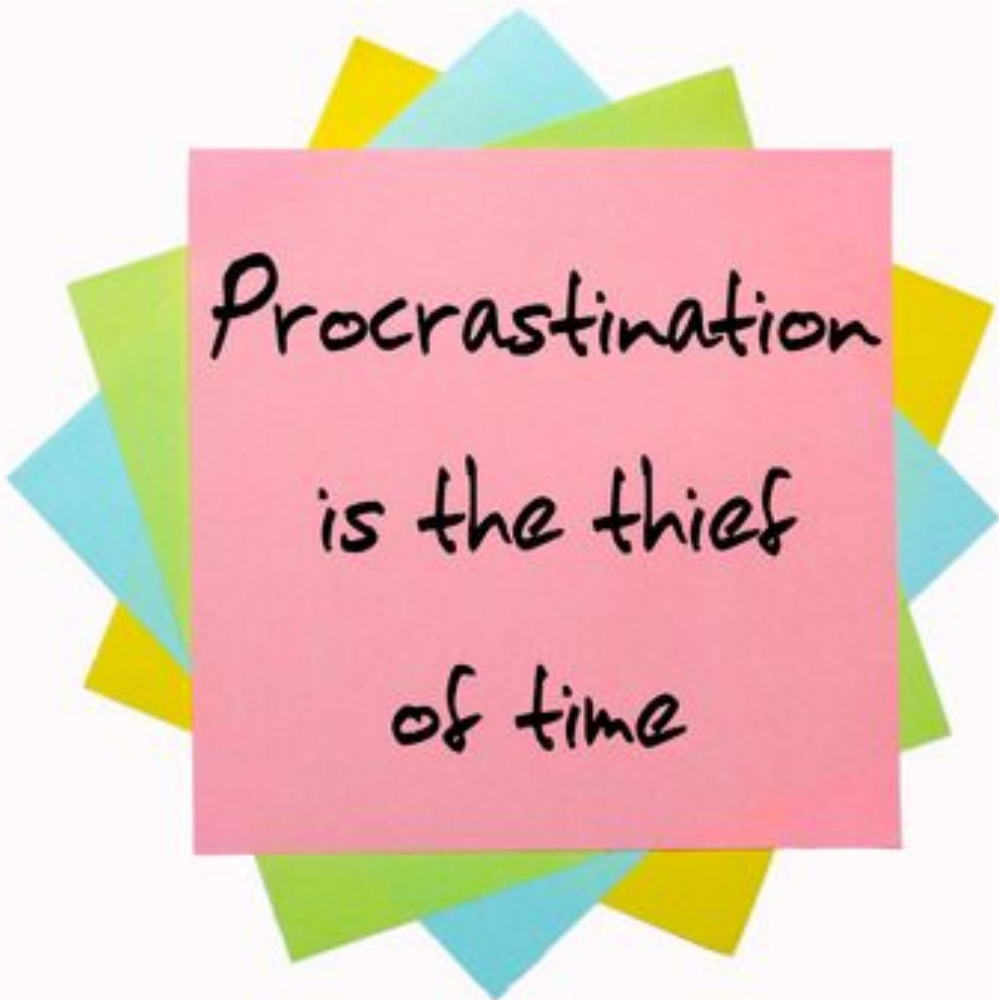


Do you struggle with your workload more often?

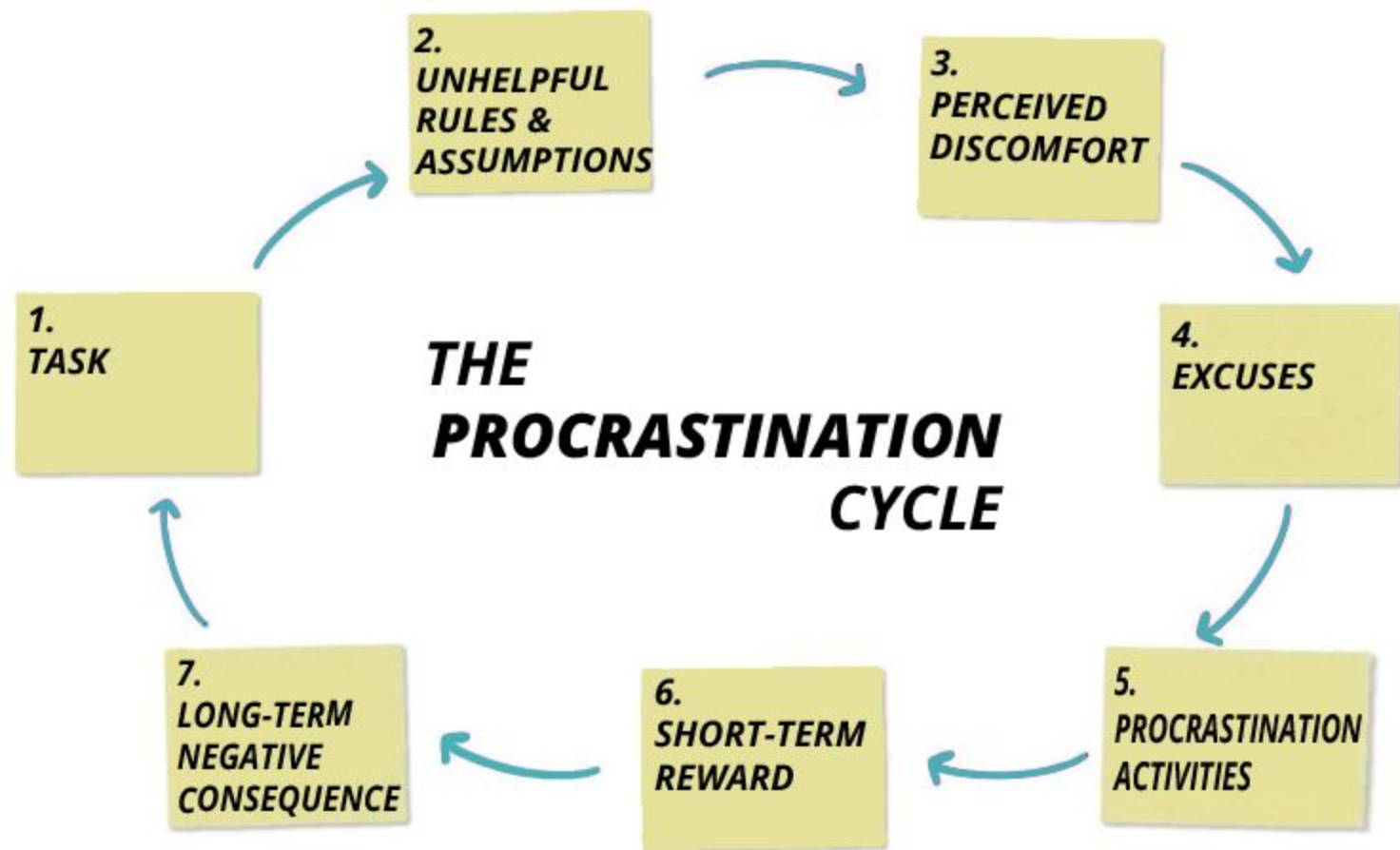


Recognize you are Procrastinating

- Fill your day with low-priority tasks.
 - Leave an item on your To-Do list for a long time, even though it's important.
 - Read emails several times over without making a decision on what to do with them.
 - Start a high-priority task and then go off to make a coffee.
 - Fill your time with unimportant tasks that other people ask you to do, instead of getting on with the important tasks already on your list.
 - Wait to be in "right mood," or wait for the "right time" to tackle a task.
- 



Procrastination
is the thief
of time



PROCRASTINATING?

Ask yourself:

1. What are the long-term benefits of the task I'm putting off?
2. Can I do without those benefits?
3. Can I achieve the same benefits through some other task?
4. Can I replace those benefits with equally-valued benefits that are achieved some other way?
5. Can I delegate or outsource the activity and receive the same benefits?

The key to procrastination is

$$\frac{\text{Motivation} = (\text{Expectancy} \times \text{Value})}{(\text{Impulsiveness} \times \text{Delay})}$$

How to overcome procrastination

Take smaller steps



Simple tasks / Pomodoro technique

A SIMPLE METHOD TO BALANCE FOCUS WITH DELIBERATE BREAKS

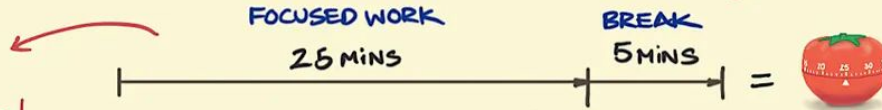


1 PLAN YOUR TASKS
How many pomodoros might you need?

2 DO 1 POMODORO
Time for 25 mins then take a 5 min break

NO SNEAKY
WORKING!

PROTECT
YOUR POMODORO!



3 REPEAT x 4 POMODOROS
Then take a longer break



Set the bar low



Increase the value of studies by rewarding yourself



Gauge accurate time for the task



**NOTHING MAKES A PERSON
MORE PRODUCTIVE THAN
THE LAST MINUTE**

We are more productive in the last minute. Long timelines for small tasks can lead to delay and procrastinate.

Reduce Distraction, Be More Productive...



Understand your personality type



efi



**“PROCRASTINATION
IS LIKE A CREDIT
CARD;**

**IT’S A LOT OF FUN
UNTIL YOU GET THE
BILL.”**